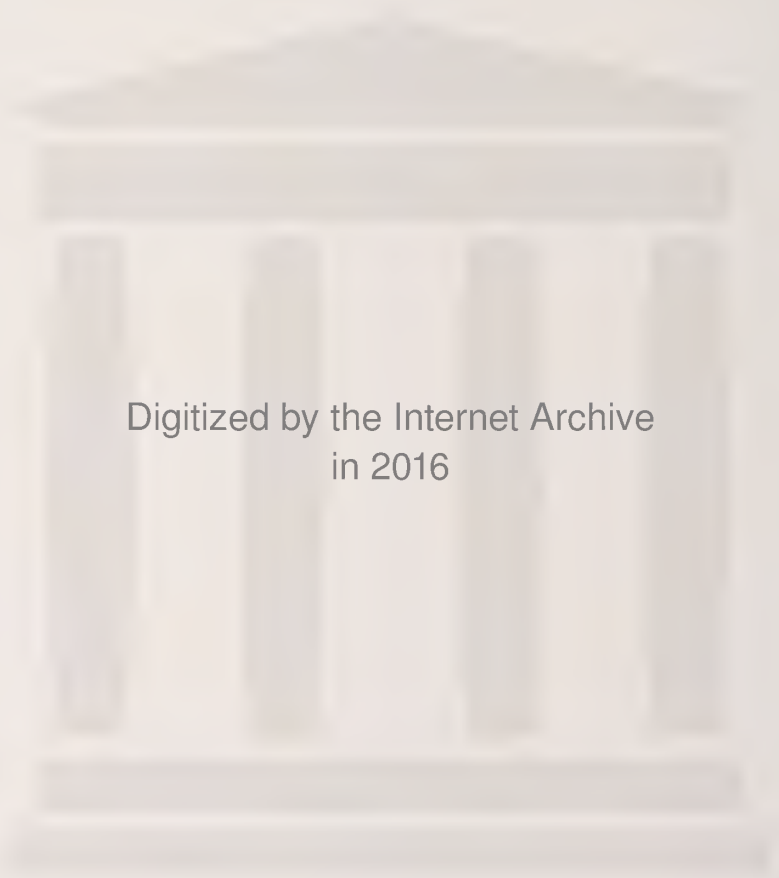
1993-1994 Catalog

AVILA COLLEGE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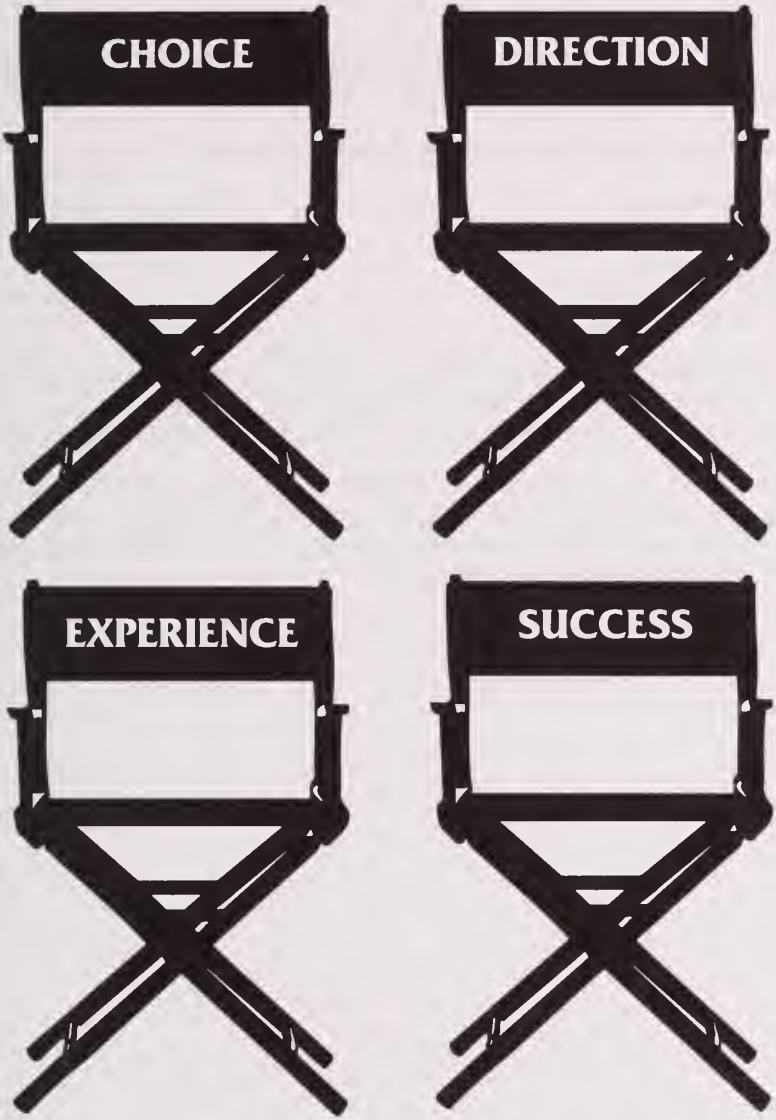

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AVILA COLLEGE

Correspondence

Persons wishing further information should write or telephone:

Office of Admissions
Avila College
11901 Wornall Road
Kansas City, Missouri 64145
(816) 942-8400, Ext. 204

Visitors are welcome at the college. While it is advisable to make appointments in advance, the Office of Admissions will be happy to arrange a tour of the campus for visitors during the regular office hours which are 8:00 a.m. to 5:00 p.m., Monday through Friday.

This catalog is not to be construed as a contract. The college reserves the right to change fees, tuition, or other charges; add or delete courses; revise academic programs; or alter regulations and requirements as deemed necessary. Avila College offers both equal education and equal employment opportunities.

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ACADEMIC CALENDAR 1993-94

Fall, 1993

Day/Evening Classes Begin	August 30
Weekend Classes Begin	September 11
Labor Day Weekend	September 4 - September 6
Avila Day	October 15
Thanksgiving	November 24 - November 28
Final Week	December 11 - December 17

Spring, 1994

Day/Evening Classes Begin	January 18
Weekend Classes Begin	January 29
Break	March 11 - March 13
Easter	March 28 - April 4
Classes Start in Evening	April 4
Final Week	May 7 - May 12
Commencement	May 13 - 14

GENERAL INFORMATION

Introducing Avila College

Avila College is a Catholic, four-year, co-educational college with liberal arts and professional programs. It is situated on 48 rolling acres in suburban south Kansas City, Missouri. Avila College was founded in 1916 and is sponsored by the Sisters of St. Joseph of Carondelet.

From its modest beginnings, Avila has become a flourishing, comprehensive college. Undergraduate and graduate programs are offered through day, evening and weekend courses. Founded as the College of St. Teresa, the college grew and expanded to a larger campus in 1963. It was at this time that the college name was changed to Avila to honor St. Teresa of Avila.

Avila College's commitment to excellence, to service of students and the community, to quality education of spirit, mind and body, and to growth of the whole person is deeply rooted in its Catholic heritage and in the lives and beliefs of the founding Sisters of St. Joseph.

Students, faculty and staff at Avila College provide a supportive, caring yet challenging environment.

A strong emphasis is placed on integrating the liberal arts into all programs so as to prepare students for a lifetime of personal fulfillment and career growth. Carefully-planned courses in the humanities, arts, natural and social sciences are designed to develop each student's ability to think critically, analyze written material and write and speak effectively. At Avila College, students acquire those skills necessary for success in a chosen career as well as preparation for graduate or professional studies.

Mission Statement of Avila College

Avila College is a value-based community of learning, Catholic, coeducational and sponsored by the Sisters of St. Joseph of Carondelet. In a climate respecting the worth and dignity of each individual, the college provides liberal arts, professional undergraduate and graduate education for students' responsible life-long contributions to the contemporary world.

Philosophy of Avila College

Avila College, sponsored by the Sisters of St. Joseph of Carondelet, is an academic community dedicated to education in the liberal arts and the professional areas.

Avila is a Catholic college that seeks to foster the intellectual, spiritual and social growth of its members. The college community includes men and women with a diversity of religious convictions. The administration, faculty, staff and students work together to create an environment wherein the quality of Christian hope permeates and enlivens an objective search for truth.

Avila students are encouraged to develop values which enable them to grow in freedom and responsibility as they respond to contemporary, social and moral issues.

The Avila community provides an atmosphere of faith and support in which members may gain insight into themselves, their relationship with God, and their place of service in the world community.

Value Statements of Avila College

The Avila Community Values . . .

- Excellence in teaching and learning
- The Catholic identity of the college
- The sponsorship and contributions of the Sisters of St. Joseph
- The worth, dignity and potential of each human being
- Diversity and its expression
- Commitment to the continual growth of the whole person
- Interaction with and service to others

History of Avila College

The Sisters of St. Joseph were founded in LePuy, France in 1650 to serve their neighbors by responding to the needs of society. In 1836, six Sisters arrived in America and traveled up the Mississippi to St. Louis, Missouri and settled in a small town south of the city

known as Carondelet. These women established several schools and were soon known as the Sisters of St. Joseph of Carondelet.

In 1866, five Sisters came to Kansas City and opened the first private high school for young women, St. Teresa's Academy. In 1916, the academy administration chartered the first private college for women in Kansas City, the St. Teresa College, and offered a two-year program leading to an Associate of Arts Degree. Fifteen years later, St. Joseph's Hospital School of Nursing became affiliated with the college and nursing students were enrolled in basic science and humanities courses.

In 1940, the college was expanded to a four-year liberal arts college with professional programs in nursing, education and business. It was fully accredited by the North Central Association of College and Secondary Schools in 1946 and was called the College of St. Teresa.

The college established Kansas City's first baccalaureate degree program in nursing in 1948 and was accredited by the National League for Nursing in 1966. Additional programs in allied health, social work, and special education were developed to complement strong programs in the liberal arts.

The growth of the college resulted in a move to its present campus in 1963, which is located in suburban South Kansas City, three miles from Interstate 435. Seeking to serve a diverse population, the college became coeducational in 1969, established graduate programs in business, education and psychology in 1978 and began Kansas City's first Weekend College in 1984.

Since its founding in 1916, Avila College has been committed to excellence in teaching and learning in an environment that respects the uniqueness of each person and stresses responsible service to others.

Avila College Campus

Avila College is just minutes off an interstate highway network and is convenient to Kansas City's many attractions. Its ten buildings are situated on 48 acres in suburban South Kansas City and include residence halls; a fieldhouse; a sports complex for baseball, softball and soccer; the library; theater; chapel and classroom facilities.

Campus Buildings

O'Rielly Hall (1963)
Primary academic building with science laboratories, computer laboratories, lecture hall and classrooms.

Blasco Hall (1963)
Administrative Offices, Admissions, Student Resource Center.

Marian Center (1965)
Student Center with cafeteria, snack bar, lounges, student government offices and bookstore.

Carondelet Hall (1965)
Residence Hall. Lower level contains the HODES EDUCATION CENTER, housing the education and psychology faculty, Apple IIe computer laboratory, classrooms, the Child Care Center and the Montessori School.

Dallavis Center (1992)
Classrooms, the Communication Center including a TV studio with audio and video editing facilities, and the Art Center with studios and a photography laboratory.

Ridgway Hall (1970)
Residence Hall

Foyle Hall (1967)
Residence Hall for the Sisters of St. Joseph. Also, houses the **Orscheln Memorial Chapel.**

Goppert Theater/Borserine Nurse Education Center (1974)
Theater with thrust stage and seating capacity of 500, the McKeon Performance Studio and Music rooms. Borserine Center houses offices, classrooms, lounges and learning laboratory for nursing students and faculty.

Hooley-Bundschu Library (1978)
Library houses 70,000 volumes and a learning center. Lower level houses the Business Department, the WHITFIELD CONTINUING EDUCATION CENTER and the THORNHILL ART GALLERY.

Mabee Fieldhouse (1980)
Contains the gymnasium, equipment and locker rooms for both men and women, weight room and athletic offices.

Thomas R. Zarda Family Athletic Complex (1991)
Multipurpose outdoor athletic complex for softball, baseball and soccer.

Library

The Hooley-Bundschu Library is the information resource center for the campus. It houses a collection of over 70,000 books, a current subscription list of 444 periodicals and newspapers, the entire ERIC collection on microfiche, and several thousand records, filmstrips, video tapes and slides. The card catalog is automated and access to a variety of data bases is made possible through DIALOG and WESTLAW, on-line data base search services. Using modern compact disk technology, the ERIC catalog can be accessed and current periodical articles can be researched through INFOTRAK and holdings at libraries throughout the State of Missouri can be searched through the Missouri Union Catalog. Current publications in children's literature are made available in a special resource room designed for that purpose. Study rooms, an audio-visual center and typing rooms are available for faculty and student use. Apple IIe, Macintosh and IBM PS/2 microcomputers can be accessed for word processing and class assignments. The library is designed to provide an environment conducive to learning and research in an age that merges written and electronic media.

Academic Computer Facilities

Avila College has three computer labs and a computer reference room. The IBM lab consists of PS/2 model 30 computers which are networked through a PS/2 model 60 file server using NOVELL local area network software. The file server stores the application software which consists of WordPerfect, Lotus, dBASE III, and many applications for specific classes. Some of the computer languages such as COBOL are also taught on the IBM's.

The MACINTOSH lab consists of IIci's and IIsi's. All MACINTOSHS are equipped with color monitors and the ci's also have 2-page monitors. Each computer has a hard drive which has Microsoft Word, Pagemaker and a variety of paint and draw packages. Some computer language courses, such as QuickBASIC, are also taught on these computers. This lab has ImageWriter printers and a IINTX Laserwriter printer.

The APPLE IIe lab consists of microcomputers, printers and software commonly used in educational settings.

APPLE IIe, MACINTOSH si and IBM-compatible microcomputers are available to students in the library. The Nursing Learning Resources Laboratory is equipped with microcomputers and interactive video systems as well as a variety of software packages directed toward nursing education.

The reference room consists of software manuals and reference guides. A MACINTOSH color workstation is also located in this room. The color workstation consists of a IIci computer with a full-page color scanner, a video card for connecting a video camera and a film printer for taking color slides of computer images.

Faculty

The Avila College faculty is made up of 76 full-time equivalent professors. Nearly 70% of the full-time faculty hold Ph.D. degrees and teach introductory as well as advanced courses. The college's adjunct faculty are practitioners chosen for their ability to teach in specialized areas.

The faculty has made a commitment to excellence in teaching. Research and publication are also valued especially when collaboration of students and faculty is involved. The Avila College faculty is dedicated to life-long learning, professional growth and excellence in the classroom.

Student Body

Avila College's 1,500 students come from the Kansas City Metropolitan area as well as 14 states and 12 countries. They are a mix of traditional and nontraditional college ages. Some reside on campus and others commute to classes. Over 80% of the full-time students receive some type of financial aid. Avila College students major in one of 38 undergraduate and 3 graduate programs doing clinical work or internships in numerous agencies and businesses throughout the metropolitan area.

Accreditation

North Central Association of Colleges and Secondary Schools

Committee on Allied Health Education and Accreditation/Joint Review Committee on Education in Radiologic Technology and National Accrediting Agency for Clinical Laboratory Sciences
Council on Social Work Education
Missouri State Board of Nursing
Missouri State Department of Elementary and Secondary Education
National League for Nursing
Approval by the American Bar Association for the Legal Assistant Program

Membership

American Association of Colleges of Nursing
American Association of Colleges for Teacher Education
American Association of Collegiate Registrars and Admissions Officers
American Association of Paralegal Educators
Association for Gerontology in Higher Education
Association of Catholic Colleges and Universities
Association of College and University Housing Officials
Association of Collegiate Business Schools and Programs
Association of Governing Boards of Universities and Colleges
Association of College Unions-International
Campus Ministers of the Diocese of Kansas City-St. Joseph, Missouri
Catholic Campus Ministry Association
Collegiate Nurse Educators
Council of Independent Colleges
Council on Social Work Education
Council for Advancement and Support of Education
Kansas City Association of Legal Assistants
Kansas City Regional Council for Higher Education
Missouri Academy of Science
Missouri Association of Administrators of Baccalaureate and Higher Degree Programs in Nursing
Missouri Association of College Admissions Counselors
Missouri Association of Collegiate Registrars and Admissions Officers
Missouri Association of Schools and Departments of Music
Missouri Association of Theater
Missouri Catholic Campus Ministers Association
Missouri College Fund
Missouri College Personnel Association
Missourians for Higher Education
Montessori Institute of America
National Association of Campus Activities
National Association of College Admissions Counselors
National Association of College and University Business Offices
National Association of Foreign Student Advisors
National Association of Intercollegiate Athletics
National Association of Student Financial Aid Administrators
National Association of Student Personnel Administrators
National League for Nursing

National Orientation Directors' Association
National Women's Studies Association
North American Association of Summer Sessions
Sisters of St. Joseph College Consortium
Speech and Theater Association of Missouri

Campus Policies

Non-Discriminatory Policy

Avila College does not discriminate on the basis of sex, race, religion, age, color, sexual preference, handicap or national origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school-administered programs. Inquiries may be addressed to the Director of Affirmative Action at Avila College. Any concerns regarding discrimination on the basis of sex or disability should be addressed to Ms. Gwen Hibdon, the college coordinator of Section 504 of the Rehabilitation Act of 1973 and Title IX, in the Business Office, Blasco Hall, 942-8400, Ext. 218.

Sexual Harassment Policy

It is the policy of Avila College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees at Avila College is unacceptable conduct and will not be tolerated.

All forms of sexual harassment shall be corrected early and firmly. To implement and promote this policy, Avila College has established both informal and formal grievance procedures for handling complaints involving sexual harassment. Any member of the college community who believes that he or she is or has been sexually harassed should contact either the office of the Vice President and Dean for Student Affairs, the Vice President and Dean for Academic Affairs or the College Affirmative Action Coordinator for further information on complaint procedures or for assistance in making a complaint.

Substance Abuse

Avila College is committed to helping all members of the college community to make responsible decisions in all areas of their lives. As a part of this commitment, Avila College recognizes the need to supply accurate information on the consequences of the use and abuse of substances, legal and illegal, to students, faculty and staff. Therefore, the college has established a process by which members of the Avila community who are abusing substances can be identified. As an aid in developing a mature and responsible outlook, programs through which identified abusers can be assisted in dealing with dependence have been established.

Right to Know and Campus Security Act

Avila College is in compliance with the "Student Right to Know and Campus Crime Security Act of 1990". Statistics regarding the graduation rate of all full-time students as well as the graduation rate of student athletes will be available to the public as of July 1, 1993. Effective September 1, 1992, all current and/or prospective students and employees may request a copy of the "Annual Report on Campus Crime and Arrest Statistics".

CAMPUS LIFE

Student Affairs

Student Involvement

Life outside the Avila classroom can be as rewarding as the environment inside the classroom. The academic experience is enhanced through a variety of offices, programs and services. The Student Affairs staff coordinates opportunities for personal, intellectual, physical, social and spiritual growth. Combined, these opportunities promote a successful college experience.

Residence Life

The Residence Halls offer a community living environment unique to the college lifestyle. Facilities consist of two modern and air-conditioned residence halls, each housing approximately 110 students. Each hall has lounges, study areas, kitchenettes, IBM computer lab and laundry facilities.

College Skills

Through the College Skills program students may access services designed to help them master the art of being successful students. They may register for elective credit classes or attend informal workshops. Also available are hand-outs, reference materials and individualized tutoring relating to such areas as writing skills, time management and note and test-taking. Regular one-hour writing labs may be scheduled with the Writing Specialist. All programs are designed to enhance a student's skills for success at Avila.

Writing Laboratory

Whether students are writing their first college essays or lengthy term papers, Avila's Writing Laboratory Specialist can assist with organization, structure, grammar and content. Individual appointments are available upon request for students studying in any academic program.

Service Learning

Service Learning is a new program offering diverse opportunities for students to serve the surrounding community, while further exploring their values and interests, and building skills. They may select a meaningful placement with a wide variety of local non-profit agencies. Contact the Coordinator of Service Learning for information.

Personal Counseling

A Clinical Counselor is available through the Student Resource Center in lower Blasco. Short-term personal counseling, as well as counseling referrals of all types are handled through this office.

Career Development and Placement

Through this office, located in the Student Resource Center in lower Blasco, students can take advantage of career counseling, interest inventories and a new alumni network. Also, they can access resume writing assistance and critiques, job posting including both part-time and full-time employment opportunities, practice interview and a variety of workshops. A resume bank is another job search strategy available to them. They may attend the annual Employer Fair and Interview Day co-sponsored by the Career Development and Placement Office along with eight other Kansas City area colleges and universities.

Intensive Language and Culture Program (ILCP)

The Intensive Language and Culture Program is designed to prepare foreign students to study at a college or university in the United States. Students study twenty hours of English per week, which includes five hours in each language area: Speaking and Listening, Reading and Vocabulary, Grammar (Structure), and Writing (Composition). The program features three levels of instruction. Class size is ten students or fewer to ensure personalized attention. Additional English practice is available through one-on-one instruction by English faculty and tutors. Students may register for ESL classes and courses in their major during the same semester. Up to seven credits of non-ESL classes in their chosen major may be taken, usually in areas such as accounting, computers, mathematics, and the arts. Upon successful completion of the ESL program, students may study for a degree full-time. The ESL program offers a listening lab and computer-assisted learning which gives students the opportunity to spend as much time as they like in learning English at their own speed. Through a cultural adaptation class, students learn about American customs and idioms, banking, shopping, telephone use, and local transportation. The culture class offers the opportunity to experience American society through trips to cultural events, entertainment and sight-seeing spots, and shopping. Students are assigned host families to help them experience American culture in a special, personal way. For further details, contact the ILCP Coordinator in the Student Resource Center.

Health Services

The Health Services Office is staffed by a registered nurse and student nurse assistants. Health services are free to all students and include assessment of minor illnesses and injuries, treatment with non-prescriptive medication or medical supplies, basic emergency care and referrals to campus or community health care resources, if needed. Health awareness, counseling and education are promoted on an individual basis and through campus programs.

Campus Ministry

Campus Ministry views the development and exploration of spiritual values as an important part of the total experience of Avila. Services are for all members of the Avila community, regardless of religious preference. Students are invited to discover and develop their individual spirituality through a variety of programs: liturgical celebrations, music, volunteer services, retreats, peer ministry and more.

Child Care

The Child Care Center is available for the child care needs of the college community between the hours of 7:30 a.m. and 5:30 p.m., Monday-Friday. The center is available for children ages 2 (toilet-trained) - 6, to enjoy non-structured free play supervised by qualified staff and student assistants at an hourly fee. It is not set up or licensed for extended all-day care; however, in conjunction with the Montessori School, full-day needs can be met. The Center's days of service coincide with the academic calendar for both the fall and spring semester.

Montessori School

Avila Montessori School offers schooling for children ages 3 - 6 including kindergarten. Several options are available between the hours of 9:00 a.m. and 3:00 p.m., Monday-Friday. The school is accredited through MIA and is taught by certified Montessori teachers. Avila's child care Center can provide before and after school child care if needed. The school's days of service coincide with the academic calendar for both the fall and spring semester.

Bookstore

The campus bookstore operates to meet the needs for texts, supplies and many gift items. The bookstore also operates the Lost and Found Department for the campus.

Alumni Association

Through the Avila College Alumni Association men and women who have attended the college can maintain friendships and loyalties developed during their college years. Any former student who has completed twenty-four (24) semester hours of coursework at Avila is considered an alumnus/a. Through the association, alumni/ae promote the continued growth of the college and their own interest in higher education.

Student Development Activities

Avila's primary objective of student involvement in any activity is growth and development of each participant. Avila believes that a college degree may be earned through class attendance and successful completion of assignments, but an education is attained through involvement in the campus community. The Office of Student Development is concerned with all aspects of the student's life and hopes to facilitate leadership and personal development by encouraging involvement on the part of each individual.

Clubs and Organizations

There are many clubs and organizations which offer students the opportunity to become involved in the campus community and provide rewarding and exciting experiences. Many of the clubs currently recognized are associated with external, national organizations, thus providing students the opportunity to meet with people outside the college who share their interests.

Publications

The Talon, the student newspaper, is published every two weeks during the academic school year excluding vacation periods. Students comprise the entire editorial staff and are under the guidance of the Talon advisor. Previous newspaper experience is not required to serve on the staff, and participation is open to anyone interested in any aspect of newspaper production.

Student Senate

All students admitted and enrolled for credit at Avila college are members of Avila College Student Government (ACSG). Eleven students, elected in the annual campus-wide election, comprise the Student Senate. ACSG assists the College in its commitment as an institution of higher learning with the following goals: to promote a campus-wide spirit of unity; to function as a means of communication between students, faculty, staff and administration; to help solve problems and to initiate, promote and supervise campus activities.

Fine Arts

A number of activities are available for students in conjunction with these Humanities areas: Art, Communication, Dance, Music, and Theater. Gallery exhibits, video and TV production, dance and music recitals, Avila College Symphony Orchestra and theater productions offer students the opportunity to participate as artists, performers and technicians. The area coordinators have specific details about their programs.

Athletic Program

Intercollegiate Athletics

Avila's intercollegiate athletic program sponsors six team sports: soccer, volleyball and men's and women's basketball and baseball and softball. Men's teams are organized for soccer in the fall, basketball in the winter and spring baseball. Women's teams play fall volleyball, winter basketball and spring softball.

All students are welcome to try out for any of Avila's intercollegiate teams and can involve themselves in other aspects of the athletic program, such as team manager, trainer and assistant coach.

Intramural Athletics

Facilities for general recreation include six tennis courts, an outdoor basketball/volleyball court, fields for softball, football and soccer, a fieldhouse with a universal gym and the game room for table tennis and billiards in lower Marian Center. Through the Intramural Program, organized competition and group activities are coordinated throughout the academic year.

Intramurals offer the opportunity for students, staff and faculty to involve themselves in competitive and non-competitive sports. Competition exists in volleyball, softball, table tennis, billiards, tennis, basketball and soccer. Non-competitive activities are arranged through travel programs, rental of other facilities and the open hours of the Fieldhouse and Game Room.

Student Honors

The Avila Medal is an honor conferred by the president. The award is presented on qualifications of character, service and loyalty.

The Ariston Award is an honor conferred by the students on the outstanding senior.

Who's Who Among Students in American Universities and Colleges is an award conferred upon those graduating seniors who have shown outstanding merit and accomplishment.

The St. Catherine's Medal is presented annually through Delta Epsilon Sigma to the sophomore woman who has the best record of progressive achievement for her class at the college.

The St. Thomas More Medal is presented annually by the Avila College faculty to the male sophomore student who has the best record of progressive achievement for his class at the college.

Academic departments and offices confer more than 20 awards for scholarship, leadership and contributions to the college. These are awarded annually at the Honors Convocation held on commencement day.

Student Policies

Participation in the community at Avila entails responsibilities as well as privileges. Acceptance and adherence to these are necessary for the protection of the rights of others and the protection and health of the community.

Student Conduct

Avila is committed to the educational development of the total person and seeks to develop an environment that is conducive to academic endeavor, social, spiritual, personal and physical growth with individual self-discipline and responsibility. The individual who enters this community voluntarily assumes obligations of performance and behavior required by the institution, relevant to its purposes and functions. Disciplinary sanctions may be imposed by the College whenever student conduct interferes with the College's responsibility of ensuring the opportunity of the college to attain educational objectives, or its responsibilities of protecting the rights, health and safety of its members. (See student handbook for complete copy of the Code of Conduct.)

Motor Vehicles and Parking

Vehicles of resident students must be registered with the Residential Coordinator. No additional registration is necessary. Free and adequate parking is provided to all members of the college and their guests. Tickets shall be issued to vehicles parked in handicapped or No Parking areas.

Student Residence Requirement

The college believes in its responsibility to ensure that each new student is given maximum opportunity to succeed academically, developmentally and socially. This can best be accomplished through a total integration of the college environment and residence on campus. Therefore, all full-time single freshmen and sophomores under the age of 21 are required to live in college residence halls if they are not residing with parents or immediate family. Contact the Residence Life Office for further information or exceptions to this policy.

Personal Property Losses

The college is not responsible for the loss or damage to personal property belonging to students in any building owned by the college, whether the loss or damage occurs by theft, fire or an unknown cause.

Identification Cards

I.D. cards may be obtained in the Office of Student Life (full and part-time students) and the Business Office (part-time students only). A fee is required for the replacement of full-time I.D. cards or for cards issued after the third week of classes during each semester.

ADMISSIONS/EXPENSES

Admission

The admission procedures and policies of Avila are designed to assist in the selection of those students who can both profit from and contribute to the educational opportunities offered at the College. Any person wishing to enroll in one of the following categories of students MUST BE ADMITTED TO THE COLLEGE through the Admissions Office prior to initial registration:

Freshman Students
Transfer Students
International Students (Students on an F-1 Visa)
Re-Admit Students
Certification Students
    Teacher
    Legal Assistant
Non-Degree Students (Students wishing to enroll for more than nine (9) credit hours without seeking a specific degree)

The admissions procedures which follow are applicable to both full-time and part-time students.

Procedures

Application Fee

There is no required fee for applying when an application is submitted prior to the following deadlines:

June 30 for Fall
November 30 for Spring
May 30 for Summer

After the above deadlines a $20 fee is assessed.

Application

Freshman Students

Freshman applicants are urged to submit their applications for admission soon after the completion of the junior year of high school. The materials listed below must be submitted to the Director of Admissions in order that the students application can be processed.

Required Materials:

- Application for Admission

- High School Transcript
  This may be sent after the completion of the junior year of high school. A final transcript showing date of graduation is required after completion of the senior year

Recommended	Units
English	4
Math (Algebra or Above)	3
Social Science	2-3
Natural Science	2-3
Foreign Language	2-4
Fine Arts	1-2
	16

It is strongly recommended that high school applicants complete 16 units chosen from the above areas. The suggested minimum and ranges are provided as an assistance in choosing high school courses. Graduates from non-accredited high schools will be considered on an individual basis.

- The American College Test (A.C.T.) or Scholastic Aptitude Test (S.A.T.)

  The applicant may select either test, although the A.C.T. is preferred. If the score reports of the A.C.T. or S.A.T. are on the high school transcript, then it will not be necessary

for the student to obtain an official score report from either A.C.T. or S.A.T. (The A.C.T. examination is given on the Avila Campus. Contact the Student Resources Center in order to register or receive further details.)

A person who has graduated from high school more than one year before entering college need not take a college entrance examination.

- G.E.D.
  Individuals who have not completed high school may be considered for admission on the basis of the General Education Development (G.E.D.) test.

Transfer Students

Required Materials:

- Application for Admission
- College Transcript
  An official transcript must be sent directly from each college attended.
- High School Transcript
  This requirement is waived if student has accumulated twenty-four (24) credit hours.

Re-Admit Students

Former students who have not attended Avila during the previous semester will need to re-apply for admission. These students must submit official transcripts from all colleges attended since their last enrollment.

International Students

Required Materials:

- Application for Admission
- A notarized English translation for each transcript submitted.
- Demonstrated proficiency in the English language by means of previous college course work or standardized testing such as the T.O.E.F.L. or Michigan examination.
- Verification of financial support.
- Registration and fees for health insurance or proof of coverage. An I-20 student visa form will be issued only after satisfactory completion of the above and the payment of a $100 tuition deposit.

Certification Students

Teacher Certification

The Education Department provides the opportunity for students who have previously earned a bachelor's degree from an accredited college or university to become eligible

for a Missouri and/or Kansas teaching certificate by successfully completing a certification program. The teaching certification applicant must demonstrate the same competency requirements as those required for all education students. Consult the Education Student Handbook for specific requirements and procedures.

Legal Assistant

The Business Department provides a non-degree program for a person to be certified as a Legal Assistant. See page 78 of this catalog for requirements.

Required Materials:

- Application for Admission
- Official Transcripts
  An official transcript must be sent directly from each college attended.
  An official high school transcript is required for those students with fewer than 24 college hours (applicable to Legal Assistant students only).

Non-Degree Students

The College provides the opportunity for students who do not wish to seek a degree at Avila College to continue taking classes beyond the nine (9) credit hour limit for Enrichment Students.

Required Materials:

- Application for Admissions
- Official Transcripts
  An official transcript must be sent directly from each college attended.
  An official high school transcript is required for those students with fewer than 24 college hours.

Admission Status

Upon receiving the required application materials, the Office of Admissions will consider each student's application. Within two weeks of a decision, the college will notify the student of the application's status.

Regular Admission

The college considers several factors in admissions decisions. No single factor eliminates consideration or guarantees admission. In general, applicants are considered for regular admission based on the following:

Freshman Students (high school graduate or G.E.D. recipient with fewer than 24 hours of college work)

- high school grade point averages of 2.5 or above (4.0 scale)
- the recommended 16 units of college preparatory coursework as reflected in the high school transcript
- an A.C.T. score of 20 or above or equivalent S.A.T. score
- strong recommendations from high school counselors and/or teachers
- a student's self-statement which reflects motivation and commitment

Transfer Students (24 or more college credit hours)
- A cumulative grade point average of 2.0 or greater in college work attempted
- College transcript coursework indicative of success in future Avila coursework
- A student's self-statement which reflects motivation and commitment

Re-Admit Students (students returning to Avila after an absence of 1 or more semesters)
- In good standing with Avila
- Cumulative grade point average of 2.0 or greater in all college work attempted since leaving Avila

International Students
- T.O.E.F.L. score of 550 or better
- Academic achievement equal to that required of all applicants

Provisional Admission

Students not meeting admission criteria (previous grades, S.A.T. or A.C.T. scores) but otherwise showing promise for academic success may be admitted as provisional students. Provisional students may be required to participate in a college skills training program designed to develop academic and college organizational skills. Provisional students may also be restricted in the number of credit hours for which they may enroll within their first semester.

Special Students

These students do not have to apply for admission to the College. The required materials listed under each category must be submitted to the Registrar's Office prior to enrollment each semester.

Enrichment Students

Students may take up to nine (9) credit hours without submitting official transcripts. They may at any time prior to completing the nine (9) credit hours apply for admission to the college as either degree-seeking or non-degree students.

Required Materials: None

Visiting Students

Students who are seeking a degree at another institution may take classes at Avila College.

Required Materials: Written permission from home institution.

KCRCHE Exchange Students

Students of eligible institutions may take one course per semester (excluding summer sessions) without additional tuition charges at Avila College

Required Materials: KCRCHE Registration Form signed by the home institution

Dual High School-College Enrollment Students

Juniors or Seniors in high school may enroll for freshman-level classes at Avila College.

Required Materials: Written permission from high school principal or counselor

Graduate Students

There are three Graduate Programs: Master of Business Administration, Master of Science in Education and Master of Science in Psychology. Graduate students are admitted through the individual academic departments. Interested students should directly contact the academic departments of their choice for application materials and information.

Financial Regulations

The college year is divided into two semesters averaging 15 weeks each and a summer session. Full-time tuition does not include courses taken during the summer. Accounts must be paid in full before the beginning of each semester in order to complete registration. Students are responsible for the total tuition and other miscellaneous charges even though a third party may pay the college directly or reimburse the student. Avila College accepts Mastercard, Visa or Discover.

The Avila Guaranteed Tuition Program

This program allows students to purchase an optional contract which will GUARANTEE that their tuition costs do not increase over a four-year period of full-time continuous undergraduate enrollment.

The one-time premium paid to secure the contract is a percentage of the full-time annual tuition the academic year the plan is taken. The premium is non-refundable but will be returned in part if the student does not save money through the GUARANTEE program.

For further information and details, contracts can be obtained from the Admissions, Financial Aid or the Dean of Students Office.

Basic Expenses (1993-1994)

Full-time Students (12-18 hours)

Tuition per semester	$4,225.00
Student Center and Activity Fee	40.00
Tuition per credit hour over 18 hours	195.00
Room and Board	
Double Room and Board per semester	1,800.00
Single Room and Board per semester (if available)	2,100.00
Room Reservation and Damage Deposit	50.00
Residence Hall Activity Fee per semester	None

Part-time Students (1-11 hours)

(Includes Day, Evening, Weekend Intensive Saturday classes)

Tuition per credit hour	195.00
Student Center and Activity Fee per credit hour	1.00

Summer Students (1993)

Tuition per credit hour	125.00

Graduate Students

Tuition for MBA day and evening classes per credit hour	215.00
Tuition for all other Graduate day and evening classes per credit hour	215.00
Student Center and Activity Fee per credit hour	1.00

Special tuition packages are available for each graduate program. For additional information, contact the graduate program of interest.

Special Tuition

Audit per credit hour	195.00

Non-Credit Courses per credit hour (except as listed in the class schedule; Graduate credit excluded)	97.50

Students 55 Years and Older (excluding graduate credit)
-Verification of age required

Tuition - Full-Time (12-18 hours)	$2,112.50
Tuition - Part-Time (1-11 hours) Per Credit Hour	97.50
Lab Fees	All
Student Activity Fee per Credit Hour	.50
Application Fee	NONE

For Lab Fees and Miscellaneous Fees see the Semester Class Schedule for specific fees.

Payments

Advanced Payments

Tuition Deposit
For those students entering in the fall semester, a $100 tuition deposit is due upon written notification of acceptance. This deposit is non-refundable after May 1. For those students entering in the spring semester, a $100 tuition deposit is due and is non-refundable after January 1.

Deposit will be credited to the student's account in the Business Office and deducted from the first semester's expenses.

Room Reservation and Damage Deposit
Rooms are reserved by written application to the Residence Life Office and payment of a $50 Room Reservation and Damage Deposit.

Payment of Accounts

All accounts must be paid in full by the beginning of classes or arrangements must be made to pay in installments through Avila's Deferred Payment Plan. Avila College accepts Mastercard, Visa or Discover.

Financial Aid and Loan Recipients

In order for financial aid awards to be applied to the student's account, all aid papers must be signed in the Financial Aid Office.

If, at the time of registration, the loan check is not in the Business Office, the student will be responsible for any payment due. Perkins Loan recipients must sign the loan papers in the Business Office during the first week of classes. In the event there are other loans, such as Stafford or SLS, they may be signed according to the regulations noted under the catalog section Credit Balance Refunds. Loan proceeds must be applied to any balance due and any resulting credit balances will be refunded as noted under Credit Balance Refunds.

Deferred Payment

Through Avila's Deferred Payment Plan, tuition and fees may be paid in four equal installments throughout the semester. The first payment (25% of balance due which includes the plan fee) is payable at the time of registration with the balance payable in three equal installments during the semester. Agreement forms are available in the Business Office and must be signed. If the form is not returned, the enrollee, by making the first payment of the deferred payment plan, accepts all the conditions of the plan. A fee for the plan is charged, and, if payments are not made on or before the due dates, a late payment penalty is assessed. Charges and payment dates are listed in each semester class

schedule. THE STUDENT'S RESPONSIBILITY FOR THE TOTAL CHARGES IS NOT CHANGED BY HAVING SOME PORTION OF THE PAYMENT DEFERRED.

Late Payment Penalties

Failure to make arrangements for any payment due on a campus account by the due date will result in one or more of the following actions:

a) late payment penalty
b) a hold on the student's record
c) cancellation of the student's registration

A student may be reinstated by paying a reinstatement fee; however, the original classes cannot be guaranteed.

REFUNDS

Tuition

Tuition will be adjusted as a result of withdrawing from the classes prior to and during the first 28 calendar days of the semester. The first 28 calendar days are counted from the first day of college classes according to the academic calendar and not the beginning date of individual courses. In any instance of adding, dropping or withdrawing as noted below, the student must complete a Change of Program Form available in the Registrar's Office and must process and return the form to the Registrar's Office for the transaction to be complete. The date the form is returned to the Registrar is the date of the transaction. Laboratory fees are not refundable. The following procedures will be used:

Full-Time Students

- Cancellation of Registration
  Prior to the start of classes and the first seven calendar days of the semester, a cancellation of registration will result in the cancellation of all tuition and fees. A $100.00 fee will be charged. Cancellation of registration is a complete withdrawal from the college and no records will be kept. To cancel registration, a Change of Program Form available in the Registrar's Office must be processed and returned to the Registrar's Office during the first week of classes.

- Withdrawal From All Classes
  For complete withdrawal from the College after the first seven days, the following reduction of tuition will apply:

8 through 14 calendar days	75%
15 through 21 calendar days	50%
22 through 28 calendar days	25%

Withdrawals after 28 calendar days will result in no tuition reduction. The original charges will be due and payable.

- Change in Status From Full-Time to Part-Time
  Prior to the start of classes and the first fourteen calendar days of the semester, tuition will be assessed at the part-time rate. After fourteen calendar days there will be no tuition reduction and the original charges will be due and payable.

Part-Time Students

- Cancellation of Registration
  Prior to the start of classes and the first seven calendar days of the semester, a cancellation of registration will result in the cancellation of tuition and fees. A withdrawal fee of $25.00 will be made. Cancellation of registration is a complete withdrawal from the college and no records will be kept. To cancel registration, a Change of Program Form available in the Registrar's Office must be processed and returned to the Registrar's Office during the first week of classes.

- Withdrawal from Classes

  The following reduction of tuition will apply for withdrawal from some or all classes as follows:

First 7 calendar days	100%(withdrawal fee of $25.00 will be made)
8 through 14 calendar days	75%
15 through 21 calendar days	50%
22 through 28 calendar days	25%

  Withdrawals after 28 calendar days will result in no tuition reduction. The original charges will be due and payable.

- **Weekend Classes**

See section on **Weekend Policies** for refund policy. If any tuition reduction results in an overpayment, the appropriate refund will be made following the Avila refund policies. Where federal financial aid or federally guaranteed monies are involved, the federal regulations relating to refunds will be integrated with the Avila policies. If any tuition reduction results in the student's still owing Avila, it will be due and payable.

Non-Credit Students

- No refunds will be made unless the course is cancelled by the college.

Credit Balance Refunds

Credit Balances may be requested at the Business Office anytime after the second day of classes. Checks will be issued after the fourteenth day of classes, provided the request was received five to seven days prior to the refund date. Requests received after the second week of classes will be ready within seven days. The following schedule will be used in refunding credit balances.

- For $300 or less, the entire amount will be refunded at one time.

- For any amount over $300, $300 will be refunded initially, and the remaining balance may be requested during the fifth week of the semester.

- STAFFORD LOAN (Guaranteed Student Loan) and/or SLS LOAN (Supplementary Loans to Students) RECIPIENTS

  For first-year first-time undergraduate borrowers, regulations require that the College hold the loan checks until thirty days have expired from the first day of classes. At that time, after class attendance and academic progress have been verified, loan checks may be endorsed by the student and any resulting credit balance checks will be ready no later than seven working days after the loan check is endorsed.

  For all other borrowers the college regulations will not permit credit balances generated by these loans to be returned until classes have begun and attendance has been verified. When the loan check is endorsed before classes begin or through the first seven days of classes, the credit balance check will not be ready until the fourteenth day of classes. If the loan check is endorsed after the seventh day of classes, the credit balance check will take approximately seven working days to issue.

Residence Hall Refunds

Residents withdrawing from the residence halls during the first week of classes will receive a refund of the total room and board fee minus (a) the $50 deposit and (b) a daily room and board fee assessed from the opening day of the halls to the day of checkout. During the second week, students will receive a 75% refund of the total room and board fee. During the third week, they will receive a 50% refund of the total room and board fee. After the third week, they will receive a refund of their board fee on a prorated basis. Students dismissed from the residence halls as a disciplinary sanction after the third week of school receive no refunds, and original charges are due and payable.

The $50 Room Reservation and Damage Deposit may not fall below $25.00 while a student is in residence. The deposit will be forfeited if the student has not occupied the room by 5:00 p.m. on the first day of classes. The room will be considered vacant unless previous arrangements have been made.

After a student has properly checked out of the room, the $50 Room Reservation and Damage Deposit, less unpaid assessments, is refundable to the student under the following circumstances:

- Any new resident student who withdraws an application and who notifies the Housing Office in writing prior to June 7 for the first semester and November 15 for the second semester.

- Students withdrawing from college at the end of the fall semester who notify the Residence Life Office in writing by November 15 for the spring semester.

- Students who do not sign a new contract and whose contract period expires.

- Returning resident students who request cancellation of their contract during the summer and who notify the Residence Life Office by June 7.

- Residents who request in writing by November 15 and receive permission to terminate their residence hall contract in accordance with the residence hall termination policy.

Financial Aid

Avila College believes that every student should choose a college based on the academic quality of the institution, not the cost. Therefore, our goal is to use financial aid funds to make Avila College an affordable choice for any student. The college has a strong commitment to a two-fold financial aid philosophy:

Equal Access - Avila utilizes financial aid funds to assist qualified students who, without such assistance, would be unable to meet their college costs.

Recognition of Excellence - Avila appropriates significant additional institutional funds to recognize students who have superior academic records or demonstrate outstanding performance or leadership abilities.

Scholarships

President's Scholarships

This is Avila's most prestigious academic scholarship. It honors students who come to Avila with outstanding academic records. The President's Scholarships are awarded to full-time freshmen based on ACT/SAT scores of 24/1000 or higher and a 3.2 or better high school G.P.A. Transfer students who plan to attend full time, have earned at least 24 hours of college credit, and who have a cumulative G.P.A. of 3.5 or higher on a 4.0 scale are also awarded President's Scholarships.

Scholarship Sponsors' Awards

Scholarship Sponsors' Awards honor currently enrolled Avila students who have never received an academic scholarship from Avila. Students must be enrolled full-time during the semester in which they apply, must have completed at least 24 credit hours at Avila, and must end that semester with an Avila cumulative G.P.A. of 3.2 or higher with no F grades.

Living and Memorial Scholarships

Private donors and friends of the college have established endowed scholarships in the names of special individuals and groups. The living memorial scholarships which provide a portion of the President's Scholarship program are:

James F. Andrews Scholarship
Avila Art Guild Scholarship
Juanita Bachofer Scholarship
Dr. Victor H. Bergmann Scholarship
Harvey E. Bergren Scholarship
Margaret and James Blickhan Scholarship
Melvin Brown Scholarship
Doris Byers Scholarship
Mary L. Clarkson Scholarship
Connor Memorial Scholarship
Elizabeth Debelak Curran Scholarship
Sister Olive Louise Dallavis Scholarship
Edith and Harry Darby Scholarship
Joan Davis Scholarship
Gladys Seymour Fisk Scholarship
Glen W. Flentie Scholarship
Arthur Forster Scholarship
Dorothea Gordon Scholarship
Carol A. Hill Scholarship
Ellen Huffman Scholarship
Thomas K. Joyce Scholarship
Vallie and William Kent Scholarship

Twila Hegarty Kitchin Scholarship
Vincent and Bertha Kurzweil Scholarship
Sister Pachomia Lackey Scholarship
Rose McElvain Scholarship
Donald Bertram McGregor Scholarship
Sister de La Salle McKeon Scholarship
Joseph McLaren Scholarship
Mary J. Miller Scholarship
Robert Muntzel Scholarship
Frank and Mary Edna O'Leary Scholarship
James Regan Scholarship
Sister Margaret Reinhart Scholarship
Nellie Lu and Ray Rice Scholarship
Judge Albert A. Ridge Scholarship
Paula and Ursula Ritts Scholarship
Celeste Ruzicka Scholarship
Lawrence W. Saeger Scholarship
Stanislaw and Mary Samborski Scholarship
Cecil Viola Scribner Scholarship
Catherine Skinner Scholarship
Jerry Smith Scholarship
Catherine McGee Soden Scholarship
Tillie Van Dyke Specht Scholarship
Charles and Adele Stevenson Scholarship
Toni Lynn Tady Scholarship
Edward A. Thornhill Scholarship
Roscoe and Velma Van Volkenburg Scholarship
William Volker Scholarship
Joann Vowells Scholarship
William Warden Scholarship
Lena Wikramaratne Scholarship
Ernest and Margaret Wilson Scholarship
Henry E. Wurst Scholarship
Lorene Soden Zahner Scholarship

Grants

Performance Grants

Performance Grants are awarded by the Athletic and Performing Arts departments to students who demonstrate exceptional talent in these areas.

Athletic Grants are available for the following sports:

Men's Basketball
Women's Basketball
Men's Soccer
Women's Volleyball
Men's Baseball
Women's Softball

Performing and Visual Arts Grants are available for:

Theater
Music
Art
Dance

Leadership Grants

Leadership Grants are given in recognition of students who demonstrate special leadership abilities. There are two grants.

Collegiate Leadership Award recognizes freshmen and transfer students who have been active in school, church or the community and who will contribute their leadership to Avila.

The Christian Service Award recognizes and encourages students who have been actively involved in areas of service: church, school, youth ministry or community, giving witness to their own personal and spiritual growth. Recipients of the award must be willing to further witness to their faith through assuming leadership roles in the college Campus Ministry program.

Alumni Grants

Alumni Grant is awarded to dependents of Avila graduates who enroll full-time.

Family Grants

Family Grants are offered to two or more members of immediate families who each enroll full-time as undergraduates.

Parish Recognition Awards

Parish recognition awards are given to those Catholic students who are members of a parish in the Kansas City-St. Joseph Diocese and who have been nominated by the parish for this award.

Avila Grants

Avila Grants are need-based awards designed to assist qualified students who do not have sufficient family financial resources to meet college costs.

Endowed Need-Based Grants

Sisters of St. Joseph of Carondelet Grants and Forster-Powers Charitable Trust Grants supplement the Avila Grant program by assisting qualified students who do not have sufficient resources to meet college costs.

Nursing Grants

Avila College in collaboration with area hospitals has developed a grant program for students majoring in Nursing. A part-time paid position in a hospital is arranged for each student in addition to the grant monies.

State and Federal Aid Programs

Most of the State and Federal Aid Programs in which Avila participates are need-based. They are designed to assist qualified students who do not have adequate family financial resources to meet their college costs.

The non-need federal programs available are PLUS Loans and SLS Loans. These two loan programs are designed to allow the parents of dependent students, or independent students themselves, to borrow to meet college costs.

Scholarships

The State of Missouri awards scholarships to academically talented students who live in and attend college in Missouri. These include:

- Missouri Higher Education Academic Scholarships
- Missouri Teacher Education Scholarships

Grants

Pell Grants
The Pell Grant is a need-based grant from the federal government available to half-time, three-quarter-time and full-time undergraduate students.

Missouri Student Grant
Missouri Student Grant awards funds to students who both live and attend college in Missouri, demonstrate need and complete the necessary application process.

Supplemental Educational Opportunity Grant
The Supplemental Educational Opportunity Grant (SEOG) is a federal grant program that awards funds to students who demonstrate exceptional financial need.

Loans

Perkins Loan
Perkins Loan (formerly National Direct Student Loan) is a 5% deferred federally-sponsored loan available to undergraduate students who demonstrate financial need. Avila acts as the lender.

Stafford Loans
Stafford Loans (formerly Guaranteed Student Loan) are federally-sponsored 8%-10% deferred loans available to undergraduate and graduate students who demonstrate financial need. These loans are arranged through private lenders.

PLUS/SLS Loan
PLUS/SLS Programs make federally sponsored loans available to independent students and parents of dependent students. Repayment of the interest of these loans, which are

arranged through private lenders, begins 60 days after the loan is made. The repayment of the principal may be deferred until after graduation.

Work

The college Work-Study Program provides on-campus part-time employment for students who demonstrate financial need. Students are paid monthly according to the number of hours worked.

When to Apply for Financial Aid

Students should apply for aid as soon as possible after January 1st. Since financial aid awards are for one year only, students must reapply each year.

Missouri residents should be sure to apply well before April 30th to meet the Missouri Student Grant deadline.

How to Apply for Financial Aid

Contact the Financial Aid Office for complete instructions on how to apply for all types of financial assistance.

Notification of Award

All Avila aid recipients will be officially notified of the type and amount of their aid awards by the Director of Financial Aid on a written award notice.

Acceptance of Financial Aid Awards

The recipient may accept or reject any part of the award package. Students who receive award notices prior to March 15th have until April 1st to accept or reject the aid. After March 15th students must accept or reject aid within two weeks of receiving the award notice. Aid not accepted within these deadlines may be cancelled and awarded to another student.

Standards for Satisfactory Academic Progress

Federal regulations and Avila College require that any student receiving funds from any federal, state or institutionally-controlled aid program maintain reasonable academic progress.

ACADEMIC INFORMATION

Academic Programs

The academic programs at Avila College are designed to provide a balance of liberal arts and professional education. Completion of the core requirements, major course work and electives lead to a baccalaureate degree. Through the graduate program, students may earn one of three masters degrees. Classes may be taken day, evening or weekend. Special programs are available to all students and include the opportunity to enroll in a class at some of the area colleges/universities without charge, spend a semester at one of the ten colleges sponsored by the Sisters of St. Joseph, participate in an Avila Study/ Enrichment Tour or study in Washington, D.C. through the Washington Center. Academic credit may also be earned by examination or submission of a portfolio. The academic programs at Avila College reflect our commitment to excellence in teaching and learning.

Undergraduate Degree Programs

Degree	Major
Bachelor of Arts (B.A.)	Art Communication English History Mathematics Music Natural Science Political Science

	Psychology Public Administration Sociology Theater Theology
Bachelor of Science (B.S.)	Biology Chemistry Computer Science/Mathematics Elementary Education Premedicine Special Education
Bachelor of Science in Business Administration (B.S.B.A.)	Accounting Finance General Management Human Resources Information Science International Business Legal Assistant Marketing
Bachelor of Science in Nursing (B.S.N.)	Nursing
Bachelor of Science in Medical Technology (B.S.M.T.)	Medical Technology
Bachelor of Science in Radiologic Technology (B.S.R.T.)	Radiologic Technology
Bachelor of Science in Respiratory Therapy (B.S.R.T.)	Respiratory Therapy
Bachelor of Social Work (B.S.W.)	Social Work
Bachelor of Fine Arts (B.F.A.)	Musical Theater Theater
Bachelor of Music (B.M.)	Music Education Piano Voice
Bachelor of General Studies (B.G.S.)	General Studies
Associate of General Studies (A.G.S.)	General Studies

Certificate Programs
- Legal Assistant
- Gerontology (C.E.U. only)

Minors

Minors are offered in most major fields (see the appropriate catalog section for details) as well as in the following areas:

- Anthropology

Computer Science
Economics
Secondary Education
  Art
  Biology
  Business
  Chemistry
  English
  Mathematics
  Music
  Social Studies
  Speech/Theater
Gerontology
Philosophy
Women's Studies

Graduate Degree Programs

Degree	Major
Master of Science (M.S.)	Education Psychology
Master of Business Administration (M.B.A.)	Business with a concentration in: Accounting Finance General Management Health Care Administration Human Resources International Business Management Information Systems Marketing Operations

Alternative Programming

Avila's Weekend Classes

Avila's Weekend classes are designed for students who find the weekend a convenient and attractive time for learning and study. It is designed to service students who, because of job and family responsibilities, find Saturday classes compatible with their lifestyles and goals.

Weekend Options

There are three options for weekend classes from which a student might choose:

1. **Weekend Intensive Classes:** classes meet one, two or three weekends on Fridays from 6:00 to 10:00 p.m. and on Saturdays from 8:30 a.m. to 5:00 p.m.

2. **Six-Week Classes:** These meet on Saturdays from 8:30 a.m. to 3:00 p.m. in one of two patterns: a. **Six consecutive Saturdays:** these run on consecutive Saturdays. One session begins approximately one week after the regular semester begins. A second session begins approximatcly mid-way through the regular semester. It is possible for a student to take courses in both of these sessions each semester. b. **Six alternating Saturdays:** these run every other week for the full semester. One session starts approximately one week after the regular session begins. A second session begins the next weekend. It is possible for a student to take courses in both of these sessions each semester.

Weekend Policies

1. Weekend intensive classes: a. The closing date for registration in a weekend intensive course is one (1) week prior to the beginning of the course. Exceptions to this policy are at the discretion of the academic department. b. Students may withdraw from a weekend intensive course that meets one (1) weekend any time **prior to the beginning of the course.** c. Students may withdraw from weekend intensive courses that meet on two (2) or more weekends any time **prior to the second weekend of the course.** d. Part-time students who withdraw from a weekend intensive course before the beginning of the course receive full tuition reimbursement. e. Students who withdraw after the first weekend (for weekend classes of 2 or 3 credit hours) but before the second weekend of the course will receive 50% reimbursement for the course tuition. f. Full-time students who withdraw from a weekend intensive course before the beginning of the course receive tuition reimbursement as stated in the college catalog. g. Weekend intensive courses require readings prior to the beginning of the class, and STUDENTS ARE ORDINARILY TESTED ON THAT MATERIAL DURING THE FIRST EVENING OF CLASS. Students should stop in either the Library or the Social Science secretary's office to pick up a copy of the reading assignment. h. Students are required to attend all sessions of a weekend intensive course. Missing any part of the class may result in either reduction of the final grade or assignment of "F" as the final course grade. Students who cannot attend all sessions should not enroll in a weekend intensive course or should withdraw from the class.

2. Six-week classes: a. Students taking any session of the six-week courses who intend to secure student loans must apply BEFORE THE FULL SEMESTER BEGINS. This applies even if students are only taking a second-session six-week course. b. Students who withdraw from six-week classes are eligible for refunds under the following schedule:

1. complete refund if the withdrawal takes place before the start of the course.

2. 50% refund if the withdrawal takes place after the first meeting of the class.

3. no refund if the withdrawal takes place after the second meeting of the class. c. Deferred payment plans are available only to students taking the **alternating** six-week courses. They are not available to students taking the **consecutive** six-week courses.

Special Programs

Student Exchange Programs

The Sisters of St. Joseph College Consortium Student Exchange Program offers students the opportunity to enrich their educational experience at one or more of the 10 consortium

institutions. For more information regarding eligibility, approval and deadline dates, contact the Registrar's Office.

The KCRCHE program allows students enrolled for at least 12 hours at Avila, with permission of the advisor and the Registrar, to take one course per semester at most colleges which belong to the Kansas City Regional Council of Higher Education (KCRCHE). There is no payment of additional tuition. Only lab or special course fees must be paid at the college where the course is taken. This exchange program does not apply to summer sessions. For additional information and forms, see the Registrar.

The Washington Center

Students interested in the operations of the government and the private sector are encouraged to participate in a very special program that is sponsored by Avila College in conjunction with the Washington Center, a nonprofit educational organization located in Washington, D.C. Students can do semester-long internships giving them practical, hands-on experience at a variety of institutions and agencies including the Congress, the Justice Department, the State Department and the National Endowment for the Humanities. Students can also participate in one, two or three week symposia/seminars on timely issues and topics facing the country.

Avila Study/Enrichment Tours

National and international tours are led by Avila Faculty throughout the academic year providing learning and travel experiences for students, alumni and friends of Avila. Persons may participate in these tours for academic credit. Tour schedules are available in the Office of the Academic Dean.

Dual High School-College Enrollment

Those high school students who have finished either their sophomore or junior year in high school qualify to take classes at Avila College as dual-enrollee students. No student who has graduated from high school qualifies as a dual-enrollee student.

The tuition rate for dual-enrollee students is one-half of regular tuition plus fees.

Registration as a dual-enrollee is on a space-available basis.

Non-Traditional Credit Options

Policy

Avila College recognizes that learning can take place in settings other than classrooms. Academic credit is granted for this type of knowledge provided that it meets Avila's criteria. The maximum number of hours accepted for all types of non-traditional credit, such as CLEP, experiential learning, correspondence, departmental challenge tests, etc., will not exceed 25% of the minimum hours specified for each degree program. This limit will not apply to programs which grant credit for structured learning from accredited programs in health care with demonstration of competency by registration/certification from a national accrediting agency.

Credits earned through transfer, life experience, correspondence, military service or College Level Examination Program (CLEP) do not count as part of the final 30 hours of consecutive resident credits required for a degree at Avila College.

Options

College Level Examination Program (CLEP)

Specified CLEP examinations are accepted by Avila College. A student should check with the Registrar before taking an examination to determine its acceptability. When students receive credit through Avila College, $20 per credit hour is charged for recording the credit. CLEP tests are not administered by Avila College. They must be taken at another site and the results sent to the College.

A student who has CLEP credit on another institution's transcript and wants that credit transferred must request that an official copy of the test score(s) be sent to the Avila College Registrar. Credit will be granted for those courses with scores meeting the Avila criteria for CLEP examinations. The student will not be charged any additional fees if CLEP is on a transcript from another institution.

Departmental Examinations

Departmental Examinations for credit are administered at the discretion of each Department and may be challenged as often as permitted by departmental policy. The college presumes that persons seeking such credit are sufficiently knowledgeable in the area to be tested to preclude any pretest tutorial service. Students interested in registering for departmental examinations should contact the specific department for further information. Forms and procedures are available in the Registrar's Office. The fee for departmental examination is 30% of the current part-time tuition per credit hour. At the time of application, a one-half nonrefundable payment is due. Persons desiring credit by examination must be currently enrolled at Avila College

Advanced Placement Credit

This credit is awarded to students who have earned satisfactory scores on Advanced Placement Examination of the College Entrance Examination Board during high school. To receive credit, official scores must be sent to the Registrar. Additional information can be obtained from the Registrar

International Baccalaureate Program

This program is a comprehensive and rigorous two year curriculum, leading to examinations, for students aged between sixteen and nineteen. Students successfully completing all or parts of the program will receive the Diploma and/or Certificate from the International Baccalaureate Program. Students who earn the Diploma and/or Certificate must have an official transcript forwarded to the Registrar at Avila College. For information on credit granted through Avila College, students need to contact the Registrar.

Correspondence Credit

Nine semester hours of correspondence credit from accredited, degree-granting institutions will be accepted toward a degree.

Credit for Military Service

Military personnel and veterans will be granted credit for military service and college-level work completed in service schools according to the Experiential Learning Policy. Six hours of Health and P.E. will be allowed at no cost to a student upon presentation of DD 214/295 showing the minimum of one (1) year of military service and honorable discharge. If a student wishes to apply for credit in addition to the six hours of Health and P.E., proper forms must be obtained from the Registrar's Office.

Credit for Experiential Learning

Avila provides academic credit for experiential learning which parallels department curricula. Students interested in applying for experiential learning credit should consult their advisors for detailed information. Procedures and forms can be obtained in the Registrar's Office. Upon approval, a grade of P (Pass) and credit hours are assigned. The fee for experiential learning is 30% of current part-time tuition per credit hour.

Non-Credit/Continuing Education

Non-Credit Program

With the permission of the instructor, any person may enroll in credit courses offered at Avila College on a non-credit basis. Students taking courses for non-credit are not required to meet the admission requirements of the college, take tests or attend classes regularly. Permanent records are not maintained and grade reports are not issued. The academic level of these classes provides interested persons from a variety of backgrounds and experiences an atmosphere for intellectual and professional growth. Enrollment is through the Registrar's Office during the scheduled times of registration for credit courses.

Continuing Education

The Department of Continuing Education, in cooperation with Avila's academic departments, extends educational offerings beyond the traditional on-campus degree programs. Through conferences, workshops, seminars and short-term sessions, the residents of the community are provided the opportunity to continue their education in areas of personal and professional interests.

Continuing Education Units (CEU's) are granted for many continuing education offerings. CEU's are measured on the basis of number of contact hours of participation in an organized continuing education experience under appropriate sponsorship, capable direction and qualified instruction. (1.0 CEU equals 10 contact hours; .7 CEU equals 7 contact hours and so forth.) A student may not earn both academic credit and CEU's for the same course.

Continuing education records are kept on file at the National Registry for Continuing Education, a service of the American College Testing Program. Permanent records are maintained there for persons completing requirements of a session. Transcripts are issued by the National Registry at the written request of the student. In addition, files are maintained in the Registrar's Office at Avila College.

Enrollment by mail, phone or in person may be done prior to the beginning of classes through the Registrar's Office.

Academic Policies

Catalog Student Must Follow

The catalog in existence at the time a student first enrolls at Avila College is the one a student should follow in order to fulfill graduation requirements. With departmental approval, a student may choose to fulfill degree requirements under another catalog in existence during the student's attendance at Avila College.

If a student does not attend Avila College for four consecutive semesters (not including summer sessions), the student must then fulfill the requirements of the catalog in existence at the date of re-enrollment.

The dates of the catalog a student follows to fulfill degree requirements must be stated on the degree application.

Placement Examinations

Math Placement

In order to ensure that students are registered for the most appropriate class, all students planning to register for MA 101, 120 or 121 must take a mathematics placement examination given by Avila College.

English Placement

Students who plan to enroll in a writing course may be placed in one of three courses (EN 95, EN 111, EN 112) according to their background. Placement will be approved by an academic advisor based on a student's ACT score in English Usage or a score on the Avila College English Placement Examination.

Transfer of Credit

Avila College accepts transfer credits from other institutions as recommended in the transfer credit practices directory published by the American Association of Collegiate Registrars and Admissions Officers.

Policies

- A cumulative "C" average (on a scale where 2.0 = C) is necessary for admission as a transfer student.
- Credits earned more than fifteen years ago will be accepted toward a degree but not toward major/minor requirements. In some instances, an exception to this rule may be made with approval of the academic advisor, department chairperson and academic dean.
- A maximum of 64 semester credit hours from accredited two-year colleges will be accepted toward the total hours required for a degree. The remaining hours required for the degree must be from accredited four-year colleges. Only those courses designated by Avila College as college or university equivalent will be accepted for transfer credit. The final 30 semester hours must be consecutive resident credits at Avila College.
- Credits earned through transfer, experiential learning credit, military service or College Level Examination Program (CLEP) do not count as resident credits.
- Credit will be granted for work done at a foreign institution based on a foreign transcript evaluation completed by the National Association for Foreign Student Affairs. All transcripts must be in English and accompanied by course descriptions.
- A student who has CLEP credit on another institution's transcript and wants that credit transferred must request that an official copy of the test score(s) be sent to the Avila College Registrar. Credit will be granted for those courses with scores meeting the Avila College criteria for CLEP examinations. The student will not be charged any additional fees if CLEP is on a transcript from another institution.
- Course work from unaccredited institutions that has been granted credit at another accredited institution will not be accepted as transfer credit at Avila College. Avila College accepts credit from institutions which are accredited by Middle States, North Central, New England, Northwest, Southern and Western Associations of Colleges and Schools. A student wanting credit for unaccredited coursework may apply through the Experiential Learning or Credit by Examination Programs.

Transfer Evaluation Fees

First evaluation: no charge. Second evaluation: $5. Third and additional evaluations: $10.

Student Load and Classification

A full-time undergraduate student carries from twelve to eighteen credit hours each semester. More than eighteen credits may be carried only with the approval of the academic dean. A part-time undergraduate student carries from one to eleven credit hours.

Freshman	1 to 31 hours
Sophomore	32 to 63 hours
Junior	64 to 95 hours
Senior	96 hours

Academic Advising

Students must meet with their assigned academic advisor. Academic advising is required prior to each registration. Students are encouraged to contact their advisor at other times throughout the semester for information about college policies, services or professional opportunities.

Registration

Students should register prior to the beginning of classes. Late registration or class section changes may be permitted:

- During the first week of a 15-week course, including arranged classes;
- On the first day of class for 5-week, 6-week, 7-week and summer classes.

A late registration fee will be charged.

A student may not enroll in classes which meet simultaneously.

Permission to Attend Another College

A student in a degree program must have the written approval of the academic advisor and the Registrar to take courses at another college. This request may not be granted if the student is within thirty hours of a degree, if the course is available on campus, or if the student does not have a "C" average. Students not obtaining written permission prior to studying off campus may risk not receiving credit at Avila College. Permission forms may be obtained in the Registrar's Office.

Repeated Course Work

A student may repeat a course only twice. If a student repeats or duplicates a course, the most recent grade earned is reflected in the cumulative grade point average. However, all course entries remain a part of the permanent record, and credit is forfeited for all previous attempts.

The Registrar's Office cannot be responsible for notifying students of loss of credit by repeat course work until the student files an application for a degree. The student record is carefully checked at that time and repeats are reflected on the summary sheet sent to the student.

Class Attendance

Students are expected to attend all sessions of courses for which they are registered. Excessive absence may result in a grade of "F".

Academic Honesty

Avila College expects and requires academic honesty from all members of the college community. Cheating, plagiarism and falsification of documents will not be tolerated and appropriate sanctions will be imposed.

Program Changes and Withdrawals

Program changes and withdrawals are official when forms that are available in the Registrar's Office have been obtained, completed and returned by the student to that office. Students who do not officially withdraw from a course by the date published in the class schedule will receive a final grade of "F".

The fee for each change is $15. There is no fee for changes made as the result of classes cancelled by the college.

Credit Hours and Grading System

Grades	Points per credit hour
A = Superior	4
B = Above Average	3
C = Average	2
D = Below Average	1
F = Failing	0

W = Withdrawal without academic assessment prior to tenth week of classes. Note: For policy on weekend classes, see section on weekend classes.

AU = Audit. Courses may be taken for audit with approval of the instructor. A student may change a credit course to audit prior to the tenth week of classes. A student may also change an audit course to credit with permission of the instructor prior to the fourth week of classes. A stipulation of audit is mandatory class attendance and, if not met, a student may be withdrawn at the discretion of the instructor.

CR/NC = Credit/No Credit. A grade of CR, Credit, indicates that a student has successfully fulfilled all the requirements of a course. Courses outside the major/minor may be taken for the Credit/No Credit option with the approval of the instructor and the major advisor. Permission forms are available in the Registrar's Office. This option must be contracted with the instructor during the first week of the course. Departments and programs may specify certain courses which may not be taken for this grading option. A department may require designated courses in the major to be graded Credit/No Credit. A student may choose up to 12 credit hours for this grading option excluding those hours designated by the department as Credit/No Credit.

I = Incomplete. Course work required for a grade must be completed within six weeks after the close of a session unless a shorter time is stipulated by the instructor; if not,

the grade of Incomplete will be changed to an "F". All assigned incomplete grades must have a Contract for an Incomplete Grade Form completed and submitted by the instructor along with the final grade sheet. The Contract for an Incomplete Grade Form can be obtained in the Registrar's Office. The charge for changing an Incomplete Grade is $5 per Incomplete.

The basis for determining the academic standing is the point-hour ratio. The Grade Point Average (GPA) is obtained by dividing the total number of grade points by the total number of semester hours, including transfer credits, but excluding grading assessments of W, AU, CR/NC and I. Transcript letter grades may be assigned with + or –, but grade points will reflect only a letter grade and computation of the GPA. All grades for courses retaken will be displayed on the transcript, but only the most recent grade will be averaged into the GPA.

Grade Reports

Students with a "D" or "F" grade in any course at mid-semester will be notified.

At the end of each semester a copy of the student's grades is mailed to the student's home address.

Transcripts

Students who have satisfied all financial obligations to the College are entitled to a transcript of their academic record.

Due to the confidential nature of a student's record, transcripts are issued only on written authorization of the student concerned. Telephone requests will not be accepted. Written requests should be directed to the Office of the Registrar.

OFFICIAL transcripts are forwarded directly by mail to other institutions. UNOFFICIAL transcripts are issued to the student for personal use. The fee for each transcript is $2, payable in advance.

Release of Student Information

Avila College is in compliance with the Family Education Rights and Privacy Act of 1974 for the reviewing of educational records. Students and parents of dependent students may request to review educational records as follows:

- Complete and sign a request with the office concerned. (Parents must supply evidence of dependency of child.)
- Set up an appointment for reviewing record.

Probation and Dismissal

All students who have been officially admitted to the college must maintain a cumulative grade point average of 2.0. The Committee on Academic Progress reviews the academic status of students at the end of the fall and spring semesters.

A student who receives two or more grades of "F" or whose cumulative grade point average falls below 2.0 in any semester is placed on academic probation. Probationary

may be required to participate in a college skills program and may be limited in the number of hours in which they may enroll while on probation.

The Committee on Academic Progress may remove a student from probationary status when the student has completed at least 12 credit hours while on probation, has shown progress toward a degree and has raised the cumulative grade point average to at least 2.0. Failure to meet the conditions may result in dismissal from the college. The probationary period may be extended beyond 12 credit hours with the approval of the committee.

Dismissal from the college without a probationary period is possible if the student was admitted on a provisional status, has a cumulative grade point average below 1.6 or is classified as a senior.

Appeals Procedure for Academic Matters

Students have recourse to an appeals procedure for the review of student course grades received at Avila College. Guidelines and Request Forms are available in the Office of the Academic Dean.

Application for Degree

Students must file an application for degree with the Registrar's Office during the semester prior to their final semester at the college, stating the expected date of degree completion.

Deadline dates for filing:

March for Summer degree candidates
April for December degree candidates
October for May degree candidates
(check the academic calendar listed in the class schedule for specific dates)

If students do not complete the degree requirements by the expected date of completion, they must file a new degree application in the Registrar's Office.

After the degree application is filed with the Registrar's Office, a survey of all academic work is reviewed by the Registrar to verify degree requirements still needing to be satisfied. Written notification of those requirements will be sent from the Registrar to the student.

Participation in Commencement

Students who have nine (9) or fewer credits to complete during the summer session may participate in the May Commencement exercises.

Academic Honors

Dean's List

Students are eligible for the Dean's list who have a course load of at least 12 hours carrying grade-points and a grade-point average of at least 3.5 on the 12 hours.

Graduation Honors for Full-Time and Part-Time Students

- Summa cum laude = 3.900 cumulative grade-point average
- Magna cum laude = 3.700 cumulative grade-point average

- Cum laude = 3.500 cumulative grade-point average

Graduation honors are based on all work completed before the semester during which degree requirements are fulfilled. Only those students who are earning their first baccalaureate degree are awarded graduation honors.

Honor Societies

DELTA EPSILON SIGMA is a national scholastic honor society for students of Catholic colleges and universities.

KAPPA GAMMA PI is a national honor society for graduating seniors of Catholic colleges.

SIGMA THETA TAU, Beta Lambda chapter, is a national honor society for nurses.

PSI CHI is the national honor society for students completing a major or minor in psychology.

Degree Requirements

General Requirements for a Bachelor's Degree

- Completion of at least 128 semester hours of academic work with a minimum grade point average of 2.0 (average grade of "C").

  Completion of FS 101 Freshman Seminar (Required of Freshmen entering Avila directly out of High School).

- Completion of the Core Curriculum as stated on page 61.

  Completion of Communication Intensive Courses (Required of Freshmen beginning Fall, 1993).

- Completion of a major of not fewer than 27 semester hours in one subject area including 21 semester hours in courses numbered 200 or above; a minimum grade of "C" in each upper-division course in the major.

- Completion of at least 12 upper-division hours in the major at the college.

- No more than 60 hours in one area may be counted toward the 128-hour requirement for a bachelor's degree. Exceptions to this limit may occur in specific degree programs. Any additional credit hours earned in a single subject beyond the designated limit will be counted as credits earned over and above the 128 required for the bachelor's degree.

- Completion of any additional course requirements specified by the major degree program.

- Successful completion of recital, exhibit, project, research paper, oral examination and/or any other department evaluation requirement.

- Completion of the final 30 hours at the college.

Double Major and Degree Conferred

When two majors are completed in different degree areas, (e.g., B.S., B.A.) the student must indicate from which area the degree will be conferred.

Second Degree

- Requirements for earning two degrees to be awarded simultaneously
  - Completion of a minimum of thirty (30) semester hours at Avila College in addition to the hours required for the first baccalaureate degree.
  - Completion of both majors with at least 12 upper-division hours in each major taken at Avila College; a "C" grade is required in each upper-division course in the majors.
- Requirements for earning a second degree after having been awarded a baccalaureate degree.
  - Completion of a minimum of thirty (30) additional semester hours at Avila College after the awarding of the first baccalaureate degree.
  - Completion of a major with at least 12 upper-division hours in the major taken at Avila College; a "C" grade is required in each upper-division course in the major.
  - Completion of the core curriculum as stated on page 61.

Minor

At least 18 semester hours in a subject area are required for a minor. A minimum of 9 hours in the minor must be earned at Avila College with at least six (6) of these semester hours at Avila in courses numbered 301 or above. (Note: If the minor is in Biology, Chemistry or Natural Science, only four (4) of the 9 semester hours in the minor at Avila must be in courses numbered 301 or above.) A grade of "C" or better must be earned for all graded courses required for the minor.

Course Numbering System

091-099	Skills courses
101-199	Introductory courses
201-299	More advanced introductory courses; may have prerequisites
301-309	Interdisciplinary courses
310-449	Upper-division courses open to all students
451-499	Upper-division courses open to majors/minors only
501-599	Pre-graduate courses
601-699	Graduate courses

Consecutive numbers separated by a comma, e.g., FR 111, 112, indicate a course sequence through the year.

The number in parentheses after the course title indicates the credit in semester hours.

The Roman numeral following the course description indicates the semester in which the course is given. First semester course offerings are indicated by I; second semester, II; summer session, S. Where frequency of course offering is not indicated, the course is given as required.

UNDERGRADUATE PROGRAMS/ COURSES

The Avila College Curriculum

The Avila College faculty believes that all graduates from Avila should possess certain skills, knowledge and abilities which will enable them to be humane and educated contributors to society. The various degree programs and the core curriculum at the College will emphasize the following educational outcomes:

*COMMUNICATION
*HIGHER LEVEL THINKING
*PERSONAL, SPIRITUAL AND SOCIAL DEVELOPMENT
*KNOWLEDGE

In Fall, 1993, the curriculum will be structured to address each of these outcomes. A special focus will be given to Communication and Higher Level Thinking. Through the integration of these skills across the curriculum, the Avila graduate will achieve the following intended learning outcomes.

*COMMUNICATION

- Employ active listening techniques, including summarizing, paraphrasing, questioning and nonverbal response.
- Read a document and demonstrate an understanding of its written and quantitative content.
- Make a clear, well-organized verbal presentation.
- Write a clear, well-organized paper, using documentation and quantitative tools, when appropriate.
- Use group process skills.

*HIGHER LEVEL THINKING: STRATEGIES AND SKILLS

- Identify a problem and using the steps involved in problem solving processes, develop viable solutions.
- Employ skeptical, evaluative and logical approaches in processing information and drawing conclusions.
- Make and evaluate decisions based on appropriate criteria and projected consequences.
- Generate new images, concepts, possibilities and/or interpretations and connect apparently disparate ideas.
- Analyze one's own thinking processes, including how one's experiences, feelings, ideas and intuition affect thinking.

Certain courses will be designated as Communication Intensive courses, and the curriculum will be structured so that one or more of the modes of thinking listed under the Higher Level Thinking outcome will be specifically taught in courses throughout the college. Students will be provided with an introduction to these skills as well as multiple opportunities to practice and develop their abilities in communication and critical thinking in a variety of settings.

REQUIREMENTS FOR FRESHMEN, FALL, 1993

* Complete with at least a grade of "C" the Writing and Communication requirements in the Core Curriculum by the end of the first thirty semester hours.

* Complete with at least a grade of "C" at least five Communication Intensive courses, one of which must be a course in the Core Curriculum, one of which must be a course in the major numbered 301 or higher and one of which must be the capstone course in the major. Communication Intensive courses are designated in the class schedule. At least two (2) Communication Intensive courses must be completed by the end of sixty semester hours of credit.
* Enroll in FS 101, Freshman Seminar (Freshmen entering college directly out of high school).
* Complete the Core Curriculum.

Core Curriculum

Avila College recognizes the value of the liberal arts in the educational process. Because of its identity, Avila emphasizes the contributions of Catholic tradition to the development of Western culture. Conscious of an obligation to provide students with an education in accord with its own history and identity, Avila requires a common core curriculum. This core introduces students to knowledge essential for their growth as human beings in contemporary society and helps them perceive connections among disparate areas of life and knowledge.

Objectives and Required Courses

The core curriculum first intends that students develop the ability to think and communicate by stressing the importance of logical and analytical thinking.	Writing (3 hours) Speech (3 hours) Mathematics (3 hours)
Secondly, the core curriculum presents to students an understanding and appreciation of world civilizations and Western culture, traces the development of this culture through the course of history, enables students to think and to act with a vision of life that includes religious values, and familiarizes the student with the laws and patterns of human thought.	Literature (3 hours) Western Civilization (3 hours) Philosophy and Theology (9 hours in 2 areas) Art, Music or Theater (3 hours) *Foreign Language (6 hours) - Must be 2 semesters of the same language
Thirdly, the core curriculum fosters an understanding and appreciation of the scientific method and the interrelationship between humans and their physical environment.	Natural Science (NS, PH, BI or CH) (7 hours in 2 areas) Must include a laboratory component
Fourthly, the core curriculum investigates human identity through the study of human behavior, social institutions and the thought processes that have shaped them.	Economics Political Science Psychology Sociology (9 hours in three areas)

Further, Avila College recognizes the contribution of computers to today's society. In order to address this, all Avila students shall demonstrate competency in the use of computers.

The method for meeting this competency is indicated in the program of study for each major.

*Students who successfully complete a second-semester college foreign language course have fulfilled the core requirement in foreign language.
*Students with two or more years of the same high school foreign language passed with a "C" or better may be waived from the requirement. Note: A copy of the High School transcript must be on file in the Registrar's Office for the student to qualify for this waiver.

COURSES THAT MEET THE CORE REQUIREMENTS

I. Writing (3 hours)
EN 111 English Composition I (3)
EN 112 English Composition II (3)

II. Speech (3 hours)
CO 110 Fundamentals of Communication (3)

III. Mathematics (3 hours)
MA 112 Fundamental Concepts of Mathematics (3)
MA 120 College Algebra (3)
MA 121 Trigonometry (3)
MA 155 Elementary Probability & Statistics (3)
MA 210 Calculus & Analytic Geometry I (5)

IV. Literature (3 hours)
EN 171 World Masterpieces I (3)
EN 172 World Masterpieces II (3)
EN 241 American Writers I (3)
EN 242 American Writers II (3)
EN 251 British Writers I (3)
EN 252 British Writers II (3)
EN 261 The Short Story (3)
EN 263 Psychological Aspects of the Novel (3)
EN 281 Mythology (3)

V. Western Civilization (3 hours)
HI 101 Western Civilization I (3)
HI 102 Western Civilization II (3)

VI. Philosophy & Theology
(9 hours in 2 areas)
PL 111 Introduction to Philosophy (3)
PL 113 Logic (3)
PL 221 The Existence of God (3)
PL 255 Ethics (3)
PL 281 Existentialism (3)
PL 283 Philosophy of the Human Person (3)
TH 111 Introduction to Theology (3)
TH 115 Introduction to the Old Testament (3)
TH 117 Old Testament Prophets (3)
TH 223 The Three Gospels: Matthew, Mark, Luke (3)

TH 225 The Letters of Paul (3)
TH 227 The Gospel of John (3)
TH 249 Jesus Christ (3)
TH 319 The Sacraments (3)
TH 331 History of Christianity (3)
TH 333 U.S. Christian Heritage (3)
TH 335 Catholicism (3)
TH 349 World Religions (3)
TH 351 Liberation Theology (3)

VII. Art, Music & Theater (3 hours)
AR 110 Introduction to Art (3)
AR 181 Survey of Art I (3)
AR 182 Survey of Art II (3)
AR 345 History of Renaissance and Baroque Art (3)
AR 349 History of 20th-Century Art (3)
MU 110 Music Appreciation (3)
MU 281 Classical Gold (Romanticism) (3)
MU 283 History of 20th Century Music (3)
MU 285 History of American Jazz (3)
MU 287 History of American Musical Theater (3)
TR 110 Survey of Western Theater (3)
TR 323 History and Literature of the Theater I (3)
TR 324 History and Literature of the Theater II (3)

VIII. Foreign Language (6 hours)
FR 111 French I (3)
FR 112 French II (3)
FR 215 French Conversation I (3)
FR 216 French Conversation II (3)
GE 111 German I (3)
GE 112 German II (3)
GE 113 German III (3)
GE 114 German IV (3)
IT 111 Italian I (3)
IT 112 Italian II (3)
SP 111 Spanish I (3)
SP 112 Spanish II (3)
SP 215 Spanish Conversation I (3)
SP 216 Spanish Conversation II (3)
SP 317 Spanish Composition (3)

IX. Natural Science
(NS, PH, BI, or CH)
(7 hours in 2 areas)
BI 110 Principles of Biology (4)
with laboratory
BI 111 General Zoology (5)
with laboratory

BI 112 General Botany (5)
with laboratory
BI 115 Principles of Human Biology (4)
with laboratory
BI 160 Principles of Environmental Biology (3)
BI 220 Human Anatomy (4)
with laboratory
CH 115 Molecules that Matter (3-4)
optional laboratory
CH 131 General Chemistry I (4)
with laboratory
CH 135 Introduction to Organic & Biochemistry (4)
with laboratory
NS 111 Introduction to Science (3-4)
NS 221 Physical Geology (4)
with laboratory
NS 231 Descriptive Meteorology (3)
NS 251 Introduction to Oceanography (3)
PH 117 Physics Concepts (4)
with laboratory
PH 231 General Physics I (4)
with laboratory

X. Economics, Political Science, Psychology & Sociology (9 hours in 3 areas)

A. Economics
EC 201 Principles of Economics I (3)
EC 202 Principles of Economics II (3)
EC 301 Intermediate Macroeconomics (3)
EC 302 Intermediate Microeconomics (3)
EC 361 Money & Banking (3)
EC 371 Economics of Current Issues (3)
EC 382 International Economics (3)
EC 499 Economics Seminar (1-3)
(Must Take 3 Hours)

B. Political Science
PS 120 American National Government (3)
PS 210 Global Politics (3)
PS 220 State & Local Politics (3)
PS 231 American Justice System (3)
PS 320 Public Policy (3)
PS 322 The Politics of Intergovernmental Relations (3)
PS 332 Constitutional Law I (3)
PS 334 Constitutional Law II (3)
PS 340 European Politics (3)
PS 342 Politics of the Third World (3)
PS 346 American Foreign Policy (3)
PS 380 Topics in Political Science (1)
(Must take 3 Hours)

PS 420 Political Ideologies (3)
PS 422 Election and Voting Behavior (3)
PS 424 The American Presidency (3)
PS 426 The American Congress (3)

C. Psychology
PY 101 General Psychology (3)
PY 201 Theories of Personality (3)
PY 205 Human Growth & Development (3)
PY 215 Psychodrama (3)
PY 220 Child & Adolescent Psychology (3)
PY 235 Psychology of the Exceptional Child (3)
PY 305 Psychology of Learning (3)
PY 316 Social Psychology (3)

D. Sociology
SO 101 Introduction to Sociology (3)
SO 111 Social Problems & Social Issues (3)
SO 122 Introduction to Cultural Anthropology (3)
SO 240 Issues in Minority Life (3)
SO 301 Topics in Women's Studies (1-3)
(Must take 3 Hours)
SO 302 Issues in the Sociology of Aging (1-3)
(Must take 3 Hours)
SO 312 The Sociology of Health & Illness (3)
SO 316 Social Psychology (3)
SO 317 Issues in Social Psychology (3)
SO 320 Social Systems (3)
SO 322 Issues in City Life (1-3)
(Must take 3 Hours)
SO 335 Theories of Society (3)
SO 336 Issues in Family Life (1-3)
(Must take 3 Hours)
SO 360 Criminology (3)
SO 361 Juvenile Delinquency (3)
SO 363 Issues in Deviance (1-3)
(Must take 3 Hours)
SO 380 Topics in Sociology (3)

Programs and Courses of Instruction

Accounting (AC)

The degree requirements for the Bachelor of Science in Business Administration with a major in Accounting are listed under Business Administration (BU), page 76.

ACCOUNTING COURSES (AC)

AC 201. Principles of Accounting I. (3)
Introduction to the terminology, concepts, and procedures of accounting. Prerequisites: Sophomore standing and MA 120. I.

AC 202. Principles of Accounting II.(3)
Accounting for partnerships, corporations, manufacturing firms; also involves analyzing financial statements. Prerequisite: AC 201. II.

AC 350. Managerial Accounting. (3)
Study of the determination and control of costs, with emphasis on management use of cost data. Not for Accounting Majors. Prerequisite: AC 202. I.

AC 355. Cost Accounting. (3)
Accounting for product and period costs, with emphasis on cost relationships, cost determination, and the use of quantitative techniques. Required for Accounting Majors. Prerequisite: AC 202. I.

AC 361. Intermediate Accounting I. (3)
Review of the accounting process, extensive study of working capital accounts and operational assets. Prerequisite: AC 202. I.

AC 362. Intermediate Accounting II. (3)
Study of long-term assets and debts, stockholders' equity, and financial statement analysis. Prerequisite: AC 361. II.

AC 370. Auditing. (3)
Study of the verification of accounting records for financial and operating audits, with emphasis on the ethical and legal aspects of the auditor's work. Prerequisites: AC 362 or concurrent enrollment. II.

AC 451. Tax Accounting I. (3)
Detailed discussion of the fundamental aspects of federal income taxation as applied to individuals. Prerequisite: AC 202. I.

AC 452. Tax Accounting II. (3)
Study of federal income taxation as applied to corporations and partnerships; introduction to tax planning. Prerequisite: AC 451. II.

AC 460. Advanced Accounting. (3)
Advanced study of accounting procedures and theories applicable to consolidations and partnerships. Prerequisite: AC 362. I.

AC 475. Accounting Theory. (3)
Study of not-for-profit accounting, international accounting, and the development of accounting theory. Prerequisite: AC 362. II.

AC 480. Accounting Issues. (3)
Special topics of concern to the accounting professional. Prerequisite: AC 202. S.

Anthropology (AN)

No major is offered

Minor: AN 121, 122, 451 and 9 hours selected from other anthropology courses.

ANTHROPOLOGY COURSES (AN)

AN 121. Human Evolution and Archaeology (3)
An introduction to physical anthropology and archaeology. The course will include an examination of human prehistory, primates and primate behavior, the evolution of the human species and early human cultures. The theoretical basis and methods used in physical anthropology and archaeology will also be covered throughout the course. No prerequisites. I.

AN/SO 122. Introduction to Cultural Anthropology (3)
A survey of world cultures, both past and present. Of particular importance will be an

examination of cultural universals and cultural variations throughout the world. The theoretical basis and methods used in cultural anthropology will also be covered throughout the course. No prerequisites. II.

AN/SO 221. Cultures of the World (1-3)
A survey of the cultural and social processes that influence human behavior with comparative examples from different ethnic groups around the world. The course will focus on a comparative analysis of economic, political, religious and family structures in Africa, the Americas, Oceania and the Orient. No prerequisite. I or II.

AN/WS 301. Women in Other Cultures (1-3)
Examination of women's roles in various societies including cross-cultural comparisons. No prerequisite. Alternate years.

AN/GS 302. Aging in Other Cultures (1-3)
A systematic examination of the variations in aging experienced throughout the world. Some topics which are examined include: the status of the aged, the aged and family life in various cultures, and the aged and work in different societies. No prerequisite. Alternate years.

AN/SO 337. Family in Other Cultures (3)
This course is a comparative, cross-cultural study of the family in selected societies. Through a discussion of different family systems, a comparison will be made with the American system. No prerequisite. Alternate years.

AN 451. Field Experience in Anthropology (3)
This course gives students with a minor in anthropology the opportunity to utilize the theoretical background and methods learned in other classes in an actual field experience. Prerequisites: AN 121 and 122. I, II.

Art (AR)

Computer competency will be demonstrated by successful completion of one of the following courses: CS 108 Intro. to Macintosh Computer, AR 211 Macintosh Desktop Publishing I, AR 311 Macintosh Desktop Publishing II, AR 313 Computer Graphic Design. The candidate for the Bachelor of Arts degree in Art must complete the foundation courses plus at least one area of concentration or Art Education as well as the Art graduation requirements. The candidate must fulfill all general degree requirements as stated on page 57.

Foundation courses: CS 108 or equivalent, AR 111, 112, 181, 182, 213, 214, 217, 218, 251, 349. Up to 30 additional hours may be taken, including upper-division courses.

Concentrations:

1. Art History: AR 110, 345, 380 and 480, upper-division Art electives (15 hrs.).
2. Ceramics: AR 131, 132, 333, 334; 490 (6 hrs.); upper-division Art electives (9 hrs.).
3. Drawing and Painting: AR 317, 318; 490 (15 hrs.); upper-division Art Electives (6 hrs.).
4. Photography: AR 121, 122, 323, 324; 490 (6 hrs.); upper-division Art electives (9 hrs.).
5. Commercial Art: AR 211, 311, 313, 415, 416, 455, 495, upper-division Art electives (3 hrs.).

Art Education: AR 131, 305, 355, photography or printmaking (3 hrs.), painting or watercolor (3 hrs.). A program in Art Education, K-9 and K-12 certification, approved by the State of Missouri, is offered. Kansas certification requirements may be completed concurrently. See Education Section.

Minor: AR 111, 112; 182 or 349; 217, 218, upper-division Art electives (3 hrs.)

Major requirements for graduation:

1. Senior Review. Required of students in preparation for the Senior Exhibition. Scheduled early in the first semester of the senior year or when 96 credit hours accumulate, the review is conducted by a committee comprised of the concentration advisor, principal concentration instructor, and Art Coordinator, serving to establish direction and emphasis for the exhibition.

2. Senior Exhibition. The graduating senior must exhibit advanced works in one area (second area optional with approval of Senior Review committee). Application for the Senior Exhibition in Thornhill Gallery must be made one semester prior to graduation. At that time, an exhibition committee consisting of the Gallery Curator, Art Coordinator, and principal concentration instructor will review and approve works for inclusion in the exhibition. At the discretion of the Department, one work may be selected from the exhibition for inclusion in the College permanent collection.

3. Graduation Requirements for the Art major in Art Education include a portfolio and an optional Senior Exhibition.

ART COURSES (AR)

AR 110. Introduction to Art. (3)
Provides body of information for making knowledgeable judgments and stimulating thought about art, discussing artistic ideas, and providing pleasure. Does not count toward an Art major, except for the Art History concentration. No prerequisite. BAC.

AR 111. Drawing I. (3)
Introductory course in drawing the object—still life, man-made, natural and landscape—and the human figure. Variety of media used, including pastels or colored pencils, in addition to ink, pencil, charcoal, conte. No prerequisite.

AR 112. Drawing II. (3)
Emphasizes study of one, two and three-point perspective using variety of drawing media. Prerequisite: AR 111.

AR 121. Photography I. (3)
Basic mechanics of photographic process: using camera, processing and printing film. Basics of design and composition. Camera which can be adjusted for focus, f-stop and shutter speed required. No prerequisite.

AR 122. Photography II. (3)
Photography as art form. Technical skills sharpened with emphasis on developing an aesthetic for the medium. Prerequisite: AR 121, or consent of instructor.

AR 131. Ceramics I. (3)
Introduction to ceramics through exploration of various hand-building and wheel-throwing techniques, with emphasis on functional and sculptural three-dimensional forms, and basic glazing techniques. No prerequisite.

AR 132. Ceramics II. (3)
Introduction to wheel throwing with emphasis on technique and continued work in glazing, and introduction to firing. Prerequisite: AR 131.

AR 181. Survey of Art I. (3)
Study of outstanding works of art and architecture in specific historic periods. Coverage ranges from pre-history through the Gothic period. For Art majors and students with appropriate background. BAC.

AR 182. Survey of Art II. (3)
Study of outstanding works of art, architecture and artists from the Renaissance through the 19th Century. For Art majors and students with appropriate background. BAC.

AR/CS 211. Macintosh Desktop Publishing I. (3)
Introduction to publication design using Macintosh computers, and desktop publishing and graphic design software. Study of graphic design concepts and processes, and exploration of typography, illustration, and image scanning and manipulation. Production of camera-ready publication layouts. Prerequisite: CS 108 or other introductory computer course.

AR 213. Drawing III. (3)
Specialized study directed to the human figure, emphasizing gesture, anatomy, figure composition, and the head. Variety of drawing media, dealing exclusively with value study. Professional model used. Not recommended for non-Art major unless figure-drawing experience evident in portfolio. Prerequisite: AR 112.

AR 214. Drawing IV. (3)
Advanced course in figure drawing emphasizing development of individual style. Professional model used. Prerequisite: AR 213.

AR 217. Design I. (3)
Introductory course to develop understanding of visual relationships of form, value, and space. Systematic analysis of creating visual

hierarchy to control the elements of design and illustration according to the requirements and restrictions of each assignment.

AR 218. Design II. (3)
Foundation course in aesthetics and mechanics of design. Emphasis on technical knowledge of color through requirements and restrictions of each assignment. Prerequisite: AR 217.

AR 251. Principles of Sculpture. (3)
Introduction to fundamental principles and methods of sculpture. Exercises in three-dimensional forms, additive and subtractive sculpture techniques, and materials investigation.

AR/GS 302. Therapeutic Uses of Art. (1)
Examines the role of art in activity and treatment programs for aged. Of particular emphasis, various techniques to design effective programs for older people. No prerequisite.

AR 305. Art for the Elementary School. (2)
Study of the child's growth and development in art, and methods of teaching art at the elementary level.

AR/CS 311. Macintosh Desktop Publishing II. (3)
Advanced publication design including magazine, newspaper, book, brochure, and collateral pieces. Exercises to develop understanding of color digital pre-press production, graphic illustration, and image manipulation. Prerequisite: AR/CS 211.

AR/CS 313. Computer Graphic Design. (3)
Computer-aided graphic design and illustration using software applications for the Macintosh computer. Investigation of illustration techniques, scanned and video image manipulation and production. Exercises in color, black-and-white image production and digital output including 35mm color film and laser image setting devices. Prerequisite: AR/CS 211.

AR 317. Painting I. (3)
Introduction to painting media and techniques. Oil and acrylic media studied within the context of figure, landscape, and still-life painting. Prerequisite: AR 111.

AR 318. Painting II. (3)
Study of color theory as applied to painting. Investigation of painting techniques ranging from realism and impressionism to abstraction and hard-edge styles. Prerequisite: AR 317.

AR 323. Photography III. (3)
Further exploration of black-and-white photography as an art form with attention to special darkroom techniques and relationship to the aesthetic of the medium. Prerequisite: AR 122, or consent of instructor.

AR 324. Photography IV. (3)
Culmination of work in black-and-white photography with the development and solidification of photographic style. Development of a portfolio of exhibition-quality prints, indicative of style and sensitivity to the potentials of the photographic art. Prerequisite: AR 323, or permission of instructor.

AR 333. Ceramics III. (3)
Advanced work in wheel-throwing or hand-building with emphasis on aesthetic concerns like form and surface treatment. Creative use of glazes and other decoration encouraged. Prerequisite: AR 132.

AR 334. Ceramics IV. (3)
Individual choice of goals and direction toward involvement in all phases of the ceramics process, including kiln firing. Prerequisite: AR 333.

AR 341. Relief Printmaking. (3)
Woodcut and linoleum block printing. Exercises in reduction and registration color printing techniques. Prerequisite: AR 111.

AR 343. Intaglio Printmaking. (3)
Intaglio printmaking through exercises in acid etching, drypoint, mezzotint, and aquatint processes. Prerequisite: AR 111.

AR 345. History of Renaissance and Baroque Art. (3)
Study of the development of Renaissance and Baroque styles. Emphasis on art of the Italian and Northern schools of the Renaissance, and European Baroque from the late-16th through 18th century. BAC.

AR 349. History of 20th-Century Art. (3)
Architecture, sculpture and painting from Impressionism to the present. BAC.

AR 355. Fiber Design. (3)
Exploration of textile processes, loom and non-loom, utilizing fibers, yarn and cloth in two and three-dimensional design.

AR 380. Special Topics. (1-3)
Selected topics to be determined by the department, including advanced studio offerings.

AR 415. Graphic Design I. (3)
Study of the processes involved in translating ideas into graphic images. Knowledge of basic layout and editorial systems, understanding of graphic cameras and presentation of concepts for client examination/approval. Incorporation of computer graphic design. Prerequisite: AR 218.

AR 416. Graphic Design II. (3)
Emphasis on commercial design process from concept to printed product. Exercises in typography, mechanical layout, color comprehensive presentation, pre-press production and proofing systems. Prerequisite: AR 415.

AR 455. Illustration and Rendering Techniques. (3)
Study of illustration and rendering for commercial design. Exercises to develop skills in product rendering, editorial illustration and comprehensive presentation illustration. Variety of media and techniques explored. Prerequisite: AR 218.

AR 480. Special Topics. (1-3)
Selected topics to be determined by the department, including advanced studio offerings.

AR 490. Directed Projects. (3-6)
Advanced study in a specialized area such as ceramics, drawing, painting, watercolor and photography. Open to students only in their last three semesters and after carrying all listed hours of concentration. May be repeated for credit.

AR 495. Design Studio. (6)
Provides on-the-job training to Commercial Art seniors through work on College graphic design needs. Jobs from initial client request through setting budget, pricing, printing, working with photographers, illustrators, art directors and typesetters, to completion of project.

Biology (BI)

The candidate for the Bachelor of Science degree in Biology must complete all general degree requirements as stated on page 57. Students must complete all Biology, Chemistry, Computer Science, Mathematics and Physics courses applicable to degree requirements with a minimum grade of C.

Computer competency will be demonstrated by successful completion of three hours of computer science course(s) to be approved by advisor. *Completion of the following courses is required of the Biology major:* Bl 111, 112, 212, 213, 310, 311, 499. A minimum of 1 hour each in Bl 390 and 498. CH 131 or 133, 137, 216, 217. MA 210. PH 231, 232. Three hours of computer science course(s) to be approved by advisor. 16 hours of 200, 300 or 400 level biology courses (half of which must be 300 or 400 level). These biology electives must include a physiology course (Bl 221, 340 or equivalent) and one course in the 60 or 70 series (see below). Students are strongly encouraged to take either CH 221 or 341 and MA 155.

Biology Minor:
Bl 110 or 111 or 112. 16 additional hours of biology courses of which at least half must be 200, 300, or 400 level courses; a minimum of 4 hours at the 300 or 400 level.

Microbiology Minor:
Bl 110 or 111 or 112, 250, 320, 321, 322, 323, 350.

Biology/Chemistry Double Major:
See Chemistry section.

Biology/Medical Technology Double Major:
See Medical Technology section.

Natural Science Major:
See Natural Science section.

Premedical Major:
See Premedical section.

Biology Education:
A program in Biology Education, 7-12, certification approved by the State of Missouri, is offered. Kansas certification requirements may be completed concurrently. See Education Section.

BIOLOGY COURSES (BI)

00-09: Special Courses: Interdisciplinary, Study Tours
10-19: General
20-29: Human Biology (Medical Applications)
30-39: Anatomy
40-49: Physiology
50-59: Microbiology
60-69: Ecology and Field Studies
70-79: Systematics
80-89: Topics and Projects
90-99: Directed Studies, Research, and Seminar

BI 110. Principles of Biology. (4)
A survey of the fundamental principles that describe and govern life. 3 hours lecture, 2 hours laboratory per week. No prerequisites. I, II, S. BAC.

BI 111. General Zoology. (5)
A survey of animal life and pertinent biological principles. 3 hours lecture, 4 hours laboratory per week. No prerequisites. I. BAC.

BI 112. General Botany. (5)
A survey of plant life and pertinent biological principles. 3 hours lecture, 4 hours laboratory per week. No prerequisites. II. BAC.

BI 115. Principles of Human Biology. (4)
Application of biological principles to the human organism. Included is a survey of structure and function of the human body. This course may not be counted toward a major or minor in Biology. 3 hours lecture, 2 hours laboratory per week. No prerequisites. II. BAC.

BI/HE 124. Medical Terminology. (2)
A study of the terminology of diseases, operative reports, pathology, surgical instruments, diagnostic tests, drug groups, and abbreviations, with emphasis on word analysis and definitions. This course may not be counted toward a major or minor in Biology. 2 hours lecture per week. Recommended prerequisite BI 115 or 220. II.

BI 160. Principles of Environmental Biology. (3)
A study of the relationships between plants, animals and their environments with particular emphasis on the role of humans. Topics include population, resources, and pollution. 3 hours lecture per week. No prerequisites. I, II. BAC.

BI 181. Issues in Biology. (1)
Presentation and discussion of specified biological subjects. This course may not be counted toward a major or minor in Biology. No prerequisites. I, II, or S.

Endangered Species

BI 182. Issues in Human Biology. (1-3)
Presentation and discussion of topics in human biology. This course may not be counted toward a major or minor in Biology. No prerequisites. I, II, or S.
Biology of Human Reproduction
Human Inheritance
Sexually Transmitted Diseases
Biological Effects of Drug Abuse
Biology of Stress

BI 190. Special Projects in Biology. (1-2)
Selected readings and lectures or a project dealing with topics in the biological sciences. Presentation of a paper and a seminar are required. This course may not be counted toward a major or minor in Biology. No prerequisites. I, II, S.

BI 212. Genetics. (3)
Principles of heredity; nature, transmission, and function of genetic material. 3 hours lecture per week. Prerequisites: Bl 110 or 111 or 112, CH 131 or 133. II. Even years.

BI 213. Genetics Laboratory. (1)
Experimental genetics studies. 3 hours laboratory per week. This course qualifies as a problems laboratory for secondary certification. Prerequisite: Bl 212 or concurrently. II. Even years.

BI 220. Human Anatomy. (4)
A detailed study of the microscopic and gross anatomy of the human body from a systemic perspective. 3 hours lecture, 2 hours laboratory per week. Recommended course prior to enrollment: BI 110 or equivalent. 1,11. BAC.

BI 221. Human Physiology. (4)
A detailed study of biological functions from the cell to the integration and regulation of organ systems within the human body. 3 hours lecture, 3 hours laboratory per week. Prerequisites: BI 220; CH 131 or 133. 1,11.

BI 226. Kinesiology. (3)
Study of the skeletal and muscular systems and the mechanical and kinesthetic principles of human movement as applied to physical activity; this includes analysis of movement based on anatomy and bio-mechanical principles of motion. 2 hours lecture, 2 hours laboratory per week. Prerequisite: BI 115 or 221.

BI 250. General Microbiology. (4)
Morphology, physiology, and growth of microorganisms; beneficial and harmful relationships between microorganisms and man; techniques of isolation and cultivation. 3 hours lecture, 2 hours laboratory per week. Prerequisites: BI 110 or 111 or 112; CH 131 or 133. I, S.

BI/WS 301. Human Sexuality. (1-3)
This course examines the biological basis of human sexuality. Topics include sexual development, mechanisms and the physical and functional aspects of males and females. No prerequisite.

BI/GS 302. Biological Processes and Aging. (2)
The purpose of this course is to provide knowledge on the basic biological aspects of aging. Topics will include: developmental processes of aging; effects of aging on cardiovascular system; the brains of older people; age-related structural alterations in balance and hearing; effects on taste and smell; diseases and carcinogenesis among the aging. No prerequisite.

BI/GS 302. Nutrition and the Aged. (1)
This course examines the nutritional status of older adults. Special attention will be placed on age-related nutrition problems, their causes and their solutions. Some of the nutrition-related problems include financial constraints, loss of teeth and loss of smell and taste. No prerequisites.

BI 304. Study Tour in Biology. (1-3)
This course requires participation in a travel experience, in the course of which students will apply principles of biology to the living systems they encounter. Time commitment is variable. No prerequisites. Intermittently.

BI 310. Evolution. (3)
Description of theories regarding processes by which life forms evolve; chemical evolution and origins of life; organismic evolution; population genetics and dynamics. 3 hours lecture per week. Prerequisites: BI 110 or 111 or 112; Recommended: BI 212. 1. Even years.

BI 311. Cell Biology. (3)
A consideration of structure and function at the cellular and subcellular levels. 3 hours lecture per week. Prerequisites: BI 110 or 111 or 112; CH 135 or 217 or concurrently. 11, odd years.

BI 312. Cell Biology Laboratory. (1)
Laboratory exercises pertaining to cellular and subcellular structure and function. 3 hours laboratory per week. This course qualifies as a problems laboratory for secondary certification. Prerequisite: BI 210 or concurrently. 11, odd years.

BI 315. Biometry. (3)
Application of statistical methods to biology. 3 hours lecture per week. Prerequisites: BI 110 or 111 or 112, MA 155.

BI 320. Immunology. (3)
The study of antigens, antibodies, complement, and humoral and cell-mediated immunities; immediate hypersensitivities, autoimmune diseases. 3 hours lecture per week. Prerequisites: BI 110 or 111 or 112; CH 135 or 217 or concurrently. 1.

BI 321. Immunology Laboratory. (1)
Application of immunological procedures and techniques. 3 hours laboratory per week. This course qualifies as a problems laboratory for secondary certification. Prerequisite: BI 320 or concurrently. I.

BI 322. Medical Parasitology. (3)
The salient characteristics of eukaryotes associated with diseases of man. 3 hours lecture per week. Prerequisites: BI 110 or 111 or 112. II. Even years.

BI 323. Medical Parasitology Laboratory. (1)
Survey of eukaryotic parasites of man. 3 hours laboratory per week. Prerequisite: BI 322 or concurrently. II. Even years.

BI 325. Pathological Physiology. (4)
A study of alterations of normal human physiology which are considered pathological. 4 hours lecture per week. Prerequisite: BI 221 or concurrently. I,II,S.

BI/RT 328. Cross-sectional Anatomy with Correlation of Image Modalities. (2)
Detailed study of cross-sectional anatomy of the head, chest and abdomen with correlation of computed tomography (CT), magnetic resonance imaging (MRI), and ultrasound. Prerequisite: BI 220. I.

BI 330. Comparative Chordate Anatomy. (5)
A detailed study of representative chordate structure. 3 hours lecture, 6 hours laboratory per week. Prerequisite: BI 110 or 111. I. Odd years.

BI 331. Histology. (4)
An introduction to and survey of vertebrate microanatomy. Emphasis will be placed on the adaptive and functional significance of cell, tissues, and organs. 3 hours lecture, 3 hours laboratory per week. Prerequisite: BI 110 or 111.

BI 332. Embryology. (4)
A detailed study of animal development with an emphasis on vertebrates. 3 hours lecture, 2 hours laboratory per week. Prerequisite: BI 110 or 111.

BI 340. Animal Physiology. (4)
An investigation into the physiochemical principles underlying animal physiology. 3 hours lecture, 3 hours laboratory per week. Prerequisites: BI 110 or 111; CH 217 or concurrently; recommended: BI 330. II. Even years.

BI/CH 341. Biochemistry I. (3)
Introduction to the chemistry of life processes. The chemistry of amino acids, proteins and carbohydrates is examined and applied to biosynthesis and catabolism of carbohydrates through glycolysis, gluconeogenesis, the citric acid cycle and electron transport. Prerequisite: CH 135 or 217. I.

BI/CH 342. Biochemistry Laboratory. (1)
A laboratory study of the principles learned in CH 341. Prerequisites: CH 341 or concurrently. I.

BI/CH 343. Biochemistry II. (3)
The study of metabolic pathways begun in CH/BI 341 is continued through biosynthesis and catabolism of fats and proteins. Chemistry of nucleic acids and its relationship to replication, transcription and translation of genetic information and recombiant DNA is considered. Prerequisite: CH 341. II. Even years.

BI 350. Pathogenic Microbiology. (5)
The salient characteristics of prokaryotes associated with diseases of man. 3 hours lecture, 5 hours laboratory per week. The laboratory qualifies as a problems laboratory for secondary certification. Prerequisite: BI 250. II. Odd years.

BI 360. Ecology. (3)
A detailed study of relationships between organisms and their environments. 3 hours lecture per week. Prerequisite: BI 110 or 111 or 112. I. Odd years.

BI 361. Ecology Laboratory. (1)
Application of ecological field techniques. 4 hours laboratory per week (some of the weekly meeting may be waived in lieu of required weekend trips to previously selected sites). This course qualifies as a problems laboratory for secondary certification. Prerequisite: BI 360 or concurrently. I. Odd years.

BI 362, 363. Field Biology I, II. (3)
Application of ecological research techniques on an extended field trip. 3 hours lecture per week, participation in the field trip is required. The field trip is equivalent to a laboratory. This course qualifies as a problems laboratory for secondary certification. Prerequisite: BI 110 or

111 or 112; BI 360 is recommended; permission of the instructor. II. Even years.

BI 370. Plant Taxonomy. (4)
A survey of the principles and methods of vascular plant systematics. 2 hours lecture, 4 hours laboratory per week. Prerequisite: BI 112 or permission of instructor.

BI 372. General and Medical Mycology. (4)
A survey of the Kingdom Fungi including consideration of pathogenic fungi with discussion of induced diseases, symptoms, and treatments. 3 hours lecture, 3 hours laboratory per week. Prerequisite: BI 110 or 112 or 250. Intermittently.

BI 377. Herpetology. (4)
A survey of the taxonomy and natural history of amphibians and reptiles. 2 hours lecture, 4 hours laboratory per week. Prerequisite: BI 110 or 111. II. Odd years.

BI 379. Mammalogy. (4)
A survey of the taxonomy and natural history of mammals. 2 hours lecture, 4 hours laboratory per week. Prerequisite: BI 110 or 111.

BI 380. Advanced Projects in Biology. (1-3)
Provides an opportunity for student involvement in research or teaching. This course may qualify as a problems laboratory for secondary certification (instructor approval is required and will depend on the nature of the selected topic). Prerequisites: 8 hours of 200 or 300 level biology courses or permission of instructor. I, II.

BI 390. Directed Studies in Biology. (1-2)
Discussion and analysis of current topics in biology. Prerequisite: BI 110 or 111 or 112 or permission of the instructor. I.

BI 498. Biology Research. (1-3)
Requires completion of an individual student research project in the laboratory or field. This course qualifies as a problems laboratory for secondary certification. Prerequisite: science major with 12 hours of 200 or 300 level biology courses or permission of instructor. Students may count up to 6 hours in research toward degree requirements. I, II, S.

BI 499. Biology Seminar. (1)
Seminars on biological topics presented by faculty, and/or guest speakers; also included are presentations of student research. Prerequisite: BI 498 or concurrently. II.

Business Administration (BU)

The Department of Business provides students with professional knowledge and basic skills necessary to assume positions of administrative responsibility in a wide variety of areas. This is undertaken with an orientation toward the moral aspects and the consequences of one's actions. The department seeks to provide mechanisms and reinforcement for students to engage actively in meaningful experiences beyond the classroom setting.

MAJORS OFFERED:
Accounting
Finance
General Management
Human Resources
Information Science
International Business
Legal Assistant
Marketing

A double major combining two of the above fields is not permitted.

The candidate for the Bachelor of Science degree in Business Administration must fulfill the requirements listed below. Prior to formal admission to the department, students should seek advice from their academic advisor.

1. Completion of at least 128 semester hours of academic work with a minimum overall grade point average of 2.0 and no more than 77 hours of AC/BU/EC/LG courses. Business courses that are cross-listed are counted against the 77 hour limit regardless of the departmental designation under which credit is granted.

2. Achievement of a minimum grade of "C" in all courses specifically required for the degree.

3. Completion of at least 12 hours of upper-division courses in the major at Avila College.

4. Each of the curricular pattern outlined above (except Accounting) must include a minimum of one course in each finance and marketing from a four-year institution.

5. Upper-division courses in the Business majors and minor shall be completed in a baccalaureate degree granting institution; except Accounting and Legal Assistant courses which may be validated for transfer. The last twelve hours in Accounting shall be completed at Avila College. The Business Law course may be transferred from a two-year school to satisfy BU 301 Legal Aspects of Business.

6. Completion of the final 30 hours at the college.

7. Completion of the Business Department Examination.

8. The candidate must complete all the College Core Curriculum requirements as stated on page 61.

   All Business students must complete PY 101 General Psychology, MA 120 College Algebra, CO 110 Fundamentals of Communications, and EN 112 English Composition II with a "C" or better as part of the College Core Curriculum requirement.

9. Completion of the following Business Core requirements: 39 semester hours.

AC 201 Principles of Accounting I
AC 202 Principles of Accounting II
BU 110 Understanding Computers
BU 301 Legal Aspects of Business
BU 310 Marketing
BU 321 Management
BU 322 Organizational Behavior and Development
BU 330 Finance
BU 499 Business Policy
EC 201 Principles of Economics I
EC 202 Principles of Economics II
EC 240 Statistical Analysis
EC 241 Quantitative Analysis

EC 201, 202, and 240 may help fulfill College Core Curriculum requirements

10. Only one repeat of a required Business or Economics course by a Business major will be permitted.

11. In addition to the College Core Curriculum requirements and the Business Core requirements, students must satisfy the requirements of one of the following majors:

Accounting

Computer competency will be demonstrated by completion of BU 110 Understanding Computers, or equivalent, with a grade of "C" or better. A total of thirty (30) semester hours.

AC 355 Cost Accounting
AC 361 Intermediate Accounting I
AC 362 Intermediate Accounting II
AC 370 Auditing
AC 451 Tax Accounting I
AC 452 Tax Accounting II
AC 460 Advanced Accounting
AC 475 Accounting Theory
EC 312 Intermediate Microeconomics
EC 361 Money and Banking

Upper-division elective in AC/BU/EC/LG (3).

Finance

Computer competency will be demonstrated by completion of BU 110 Understanding Computers, or equivalent, with a grade of "C" or better. A total of thirty (30) semester hours.

AC 350 Managerial Accounting
BU 201 Business Communications
BU 331 Investments
BU 435 Financial Policy
BU 436 Advanced Financial Management
EC 312 Intermediate Microeconomics
EC 361 Money and Banking

Nine (9) hours of upper-division electives from a four-year institution. Three (3) of these must be in AC/BU/EC/LG.

General Management

Computer competency will be demonstrated by completion of BU 110 Understanding

Computers, or equivalent, with a grade of "C" or better. A total of thirty (30) semester hours.

AC 350 Managerial Accounting
BU 201 Business Communications
BU 323 Human Resource Management
BU 326 Operations Management
BU 415 Marketing Policy
BU 427 Procurement Management
BU 435 Financial Policy

Nine (9) hours of upper-division electives from a four-year institution. Three (3) of these must be in AC/BU/EC/LG.

Human Resources

Computer competency will be demonstrated by completion of BU 110 Understanding Computers, or equivalent, with a grade of "C" or better. A total of thirty (30) semester hours.

BU 201 Business Communications
BU 323 Human Resource Management
BU 324 Advanced Human Resource Management
BU 325 Labor-Management Relations
BU 424 Current Issues in Human Resource Management
PY/SO 316 Social Psychology

Twelve (12) hours of upper-division electives from a four-year institution. Six (6) of these must be in AC/BU/EC/LG.

Information Science

Computer competency will be demonstrated by completion of BU 110 Understanding Computers, or equivalent, with a grade of "C" or better. A total of thirty-three (33) semester hours.

AC 350 Managerial Accounting
BU 201 Business Communications
BU 417 Marketing Research
CS 120 Introduction to Computer Programming in BASIC
or
CS 150 Pascal Programming
CS 230 Cobol I
CS 235 Cobol II
CS 340 Data Base Management
CS 345 Data Base Management IIe
CS 350 Systems Analysis and Design
Six (6) hours of computer science electives.

International Business

Computer competency will be demonstrated by completion of BU 110 Understanding Computers, or equivalent, with a grade of "C" or better. A total of thirty-three (33) semester hours.

BU 201 Business Communications
BU 411 International Marketing
BU 437 International Finance
EC 382 International Economics

Six (6) additional hours, or equivalent, of the core foreign language numbered 200 or above.

Twelve (12) hours beyond basic courses in a business functional area with approval of advisor.

Legal Assistant

Computer competency will be demonstrated by completion of BU 110 Understanding Computers, or equivalent, with a grade of "C" or better. A total of thirty-six (36) semester hours.

LG 100 Introduction to Legal Assistant Studies
LG 232 Introduction to Legal Research and Writing
LG 340 Formation and Structure of Business Entities
LG 345 Introduction to Litigation
LG 350 Wills, Trusts and Estates
LG 430 Family Law
LG 440 Real Estate Law
LG 445 Litigation II
LG 485 Legal Assistant Internship

Nine (9) hours of upper-division electives from a four-year institution.

Marketing

Computer competency will be demonstrated by completion of BU 110 Understanding Computers, or equivalent, with a grade of "C" or better. A total of thirty (30) semester hours.

BU 201 Business Communications
BU 312 Consumer Behavior
BU 313 Promotion Strategy

BU 411 International Marketing
BU 415 Marketing Research
BU 417 Marketing Policy
BU 419 Current Issues in Marketing

Nine (9) hours of upper-division electives from a four-year institution. Three (3) of which must be in AC/BU/EC/LG.

Minor in Business Administration
AC 201 Principles of Accounting I
AC 202 Principles of Accounting II
BU 110 Understanding Computers
BU 301 Legal Aspect of Business
BU 310 Marketing
BU 321 Management
BU 330 Finance
EC 201 Principles of Economics I
EC 202 Principles of Economics II
EC 240 Statistical Analysis

A minimum grade of C is required in courses required for a minor in Business Administration. MA 120 is a prerequisite to courses included in the minor in Business Administration.

Completion of at least 12 hours of upper-division courses in the minor must be completed at Avila College.

A minor in Business Administration is not permitted for Business majors.

Certificate in Legal Assistant Studies
The certificate in Legal Assistant Studies program is a non-academic program designed to meet needs of the student who already has a bachelor's degree in another field of study, or the student who does not wish to complete the Bachelor of Science degree.

For the student who does not have a bachelor's degree, it is necessary to complete a total of sixty (60) hours of college credit including:

General Education Courses
Thirty-three (33) hours of the following general education courses or their equivalent:

BU 110 Understanding Computers
CO 110 Fundamentals of Communication
EC 201 Principles of Economics I
EN 111 English Composition I
EN 112 English Composition II
PL 113 Logic
PY 101 General Psychology

One mathematics course (3). Elective courses (9).

Legal Assistant Courses
LG 100 Introduction to Legal Assistant Studies
LG 232 Introduction to Legal Research and Writing
LG 340 Business Entities
LG 345 Introduction to Litigation
LG 350 Wills, Trusts and Estates
LG 430 Family Law
LG 440 Real Estate Law
LG 445 Litigation II
LG 485 Legal Assistant Internship

The student who has a bachelor's degree is required to complete only 27 hours of Legal Assistant Courses or their equivalent.

Business Education
A program in Business Education, 7-12, certification approved by the State of Missouri is offered. Kansas certification requirements may be completed concurrently. See Education section.

BUSINESS COURSES (BU).

BU 100. Introduction to Business. (3)
Introduction to business for non-business students; no credit for any student who has completed six semester hours of AC/BU/EC/LG courses.

BU 110. Understanding Computers. (3)
This course will provide the background needed by the student to be computer literate. Half of the course will be lecture consisting of computer history, an overview of hardware and software, and elementary computer applications. The other half will be lab allowing the student to have hands-on experience using a variety of software packages including spreadsheets, wordprocessing and data base management. I, II, S.

BU 201. Business Communications. (3).
Communication applications to business including report writing, correspondence, and meeting planning. Prerequisites: EN 112 and CO 110. I, II.

BU 285. Business Consulting Practicum. (3)
Students will work in teams in actual business situations involving identifying problems, proposing solutions, and implementing changes where practicable. Prerequisite: Consent of the instructor.

BU 301. Legal Aspects of Business. (3)
The study of legal issues inherent to business operations. I, II, S.

BU 310. Marketing. (3)
Introduction to the principles and practices of marketing goods and services. Strategy and planning are emphasized as well as a thorough treatment of product, pricing, physical distribution and promotional issues. The marketing concept is given extensive treatment. Prerequisite: EC 202. I, II, S.

BU 312. Consumer Behavior. (3)
Analysis of internal factors influencing consumer behavior and identification of variables basic to the segmentation of consumer markets. Prerequisites: BU 310 (or concurrently) and PY 101. II.

BU 313. Promotion Strategy. (3)
Examination of the variables of the promotional mix (advertising, publicity, personal selling and sales promotion) and their role in marketing processes. Focus is on managing both interpersonal and mass communications, including positioning issues; message strategies and creative appeals; media evaluation, selection and placement; and the implementation of sales promotions. I.

BU 314. Advertising Management. (3)
Development, implementation, evaluation of an advertising program for an organization and analysis of advertising problems from the perspective of both the client firm and the advertising agency. Prerequisites: BU 310, BU 312 and BU 313.

BU 315. Public Relations Management. (3)
Development, implementation, evaluation of a comprehensive public relations program for an organization. Prerequisites: BU 321 and BU 310.

BU 321. Management. (3)
Principles of management applicable to any organization including functions, processes, and behavior concepts. Prerequisite: Junior standing. I, II, S.

BU 322. Organizational Behavior and Development. (3)
The study of the structure, individual and group behavior, and development of organizations. Prerequisite: BU 321. I, II.

BU 323. Human Resource Management. (3)
Study of human resource management as an integral function of an organization. Areas emphasized are employee influence and human resource flow. Prerequisite: BU 321. I.

BU 324. Advanced Human Resource Management. (3)
Areas emphasized are human resource flow, reward systems and work systems. Prerequisite: BU 323. II even years.

BU 325. Labor-Management Relations. (3)
Basic labor-management relations history, development, and applications. Prerequisite: BU 321. I.

BU 326. Operations Management. (3)
Analysis of the methods and techniques utilized in the operations area of organizations including the production and manufacturing function. Prerequisite: BU 321 and EC 241. I.

BU 330. Finance. (3)
Study of financing organizations with an emphasis on corporations. Prerequisites: AC 202, EC 202, 240 and MA 120. I, II, S.

BU 331. Investments. (3)
Analysis and evaluation of the major types of financial investments. Prerequisite: BU 330. II.

BU 332. Insurance. (3)
Risk management and the study of basic insurance including development of guidelines useful in establishing an insurance program. Prerequisites: BU 330 and EC 240.

BU 334. Real Estate. (3)
Fundamental concepts in real estate and their application in the principal commercial and financial transactions involved in the ownership and transfer of real estate. Prerequisites: BU 301 and BU 330.

BU 409. Small Business Administration. (3)
The study of principles of business administration as applied in the context of smaller businesses. Topics covered include management, accounting, marketing and finance for small businesses. Prerequisites: BU 310, 321 and 330.

BU 411. International Marketing. (3)
A study of the special problems of businesses in analyzing the environment affecting selection, and development of international markets with respect to the firm's resources and alternative foreign opportunities. Prerequisite: BU 310 or equivalent. I.

BU 415. Marketing Policy. (3)
Analysis of the development, execution, evaluation, and redirection of marketing programs. Prerequisite: BU 310. I.

BU 417. Marketing Research. (3)
The techniques and methods utilized in planning, executing, and reporting marketing research including research design, questionnaire construction, sampling, and data analysis topics. Prerequisites: BU 310 and EC 240. I.

BU 418. Physical Distribution Management. (3)
Design effective operation and coordination of integrated physical distribution systems for organizations serving geographically extended markets. Prerequisites: BU 310 and EC 241.

BU 419. Current Issues in Marketing. (3)
Exploration of selected topics in marketing. Prerequisites: BU 310, recommended BU 312 and BU 417. II.

BU 424. Current Issues in Human Resource Management. (3)
A more intensive investigation of selected human resource management topics. Prerequisites: BU 321, 323 and 324. I odd years.

BU 427. Procurement Management. (3)
Study of materials management and analysis of the purchasing function. Prerequisites: BU 321 and EC 241. II.

BU 431. Security Analysis. (3)
Study and analysis of securities, securities markets, portfolio management, and investment strategy. Prerequisite: BU 331.

BU 435. Financial Policy. (3)
Case studies of the theory and practice of capital budgeting, financial planning, asset management, and capital structure. Prerequisite: BU 330. I.

BU 436. Advanced Financial Management. (3)
Study of current problems in finance. Business and Economics seniors only. Prerequisite: BU 435. II.

BU 480. Special Topics. (1-3)
Selected topics to be determined at the discretion of the department.

BU 490. Directed Studies in Business. (1-6)
Study of an approved topic not parallel with the content of another course.

BU 495. Business Internship. (1-6)
Structured learning/work experience performed in a position approved by the department. Maximum total credit for any one student is 6 hours. Credit/No Credit only.

BU 499. Business Policy. (3)
A capstone course that is designed to synthesize the student's learning through case study and computer simulation. Prerequisites: BU 310, 321 and 330. Senior standing required. I, II.

Chemistry (CH)

The candidate for the Bachelor of Science degree in Chemistry must complete all the general degree requirements as stated on page 57.

Students majoring in chemistry are also required to demonstrate competency through either a departmental comprehensive examination or the Graduate Record Examination in chemistry.

Computer competency will be demonstrated by successful completion of two courses in computer science from the following list: CS 110, 120, 150, 160, 320 and 325. *The following courses in the Chemistry Major must be completed with a grade of C or better:* CH 131 or 133, 137, 216, 217, 221,

321, 451, 452, 453, 454 plus six hours of chemistry courses in the 300 or 400 series, at least one of which must be CH 498; two courses in computer science from the following list: CS 110, 120, 150, 160, 320, and 325; MA 210, 225, and either MA 235, 320, or 360; PH 231 and 232.

Chemistry Minor:
CH 131 or 133, 135 or 216, 221 plus eight additional credit hours in chemistry, at least four of which are at the 300 level or higher. CH 135 and CH 216 cannot both be used to satisfy the minor requirement.

Biology/Chemistry Double Major:
CH 131 or 133, 137, 216, 217, 221, 321, 341, 342, 451, 452, 453, 454; two courses in computer science from the following list: CS 110, 120, 150, 160, 320, and 325; MA 210, 225; PH 231, 232; BI 111, 112, 212, 213, 310, 311. One hour of BI 390 or one hour of CH 499. Minimum of one hour in BI 498 or CH 498. Twelve hours of biology courses at the 200 level or higher, with at least six hours in the 300 or 400 level. The biology electives must include a physiology course and one course in the 60 or 70 series.

Chemistry/Medical Technology Double Major:
See Medical Technology Section.

Premedical Major:
See Premedical Section.

Natural Science Major:
See Natural Science Section.

Chemistry Education:
A program in Chemistry Education, 7-12, certification approved by the State of Missouri, is offered. Kansas certification requirements may be completed concurrently. See Education Section.

CHEMISTRY COURSES (CH).

CH 115. Molecules that Matter. (3-4)
An introductory course primarily for non-science students. The fundamental principles of chemistry will be studied, along with their application to current topics in chemistry (such as, for example, consumer chemistry, the environment, food, drugs). The importance of chemistry in an individual's personal and professional life will be highlighted. The student will develop an appreciation for how chemists approach and solve problems. No previous background in chemistry or mathematics is required. The optional fourth credit for this course requires successful completion of a laboratory component. I, II, S. BAC.

CH 131. General Chemistry I. (4)
The principal theories of modern chemistry. The topics studied will include atomic theory and structure, the periodic table, gases, chemical compounds, stoichiometry, solutions, acids and bases, chemical equilibrium, and chemical bonding. Prerequisite: High school algebra. I, II, S. BAC.

CH 133. Advanced General Chemistry I. (4)
A more detailed consideration of the principal theories of modern chemistry covered in CH 131, plus additional advanced topics. Recommended for those students with above average preparation in mathematics who might go on to major in Biology, Chemistry, Medical Technology or Premedicine. Prerequisite: Mastery of algebra; permission of the instructor. I.

CH 135. Introduction to Organic and Biochemistry. (4)
Presents the properties and reactions of selected organic functional groups and their applications to the structure and metabolism of carbohydrates, proteins and fats. Prerequisite: CH 131 or 133 or consent of instructor. I, II. BAC.

CH 137. General Chemistry II. (4)
A continuation of the principal theories of modern chemistry taught in CH 131 and CH 133. The topics studied will include the condensed phases and phase equilibria, thermodynamics, kinetics, solubility, electrochemistry, and selected descriptive chemistry. Prerequisite: CH 131 or CH 133, MA 120. II.

CH 180, 380. Topics in Chemistry. (1)
Presentation and discussion of chemical topics. Each offering will be titled appropriately. A student may take any number of different topics. No prerequisites. I, II, S.

CH 191. Independent Chemical Projects. (1-3)
Study of topics and/or laboratory work in areas of chemistry in which the student has a special interest. The material will be selected by the student in consultation with a faculty member. For both science and non-science majors. I, II, S.

CH 216. Organic Chemistry I. (5)
Principles, laws and theories governing structures and reactions of hydrocarbons and alkyl halides is presented. Stereochemistry and common spectroscopic methods are also introduced. Prerequisite: CH 131 or 133. I.

CH 217. Organic Chemistry II. (5)
A continuation of the study of organic compounds begun in CH 216. The principles and theories developed in CH 216 are applied to other common functional groups including alcohols and various classes of carbonyl compounds. Prerequisite: CH 216. II.

CH 221. Quantitative Analysis. (5)
The theory and practice of the classical methods of chemical analysis. Laboratory emphasizes the performance of accurate quantitative measurement. Prerequisites: CH 131 or CH 133, MA 120. I.

CH 316. Organic Qualitative Analysis. (3)
Identification of organic compounds by physical and chemical methods and an introduction to the interpretation of IR, NMR, UV and Mass spectra. Prerequisites: CH 217 or consent of instructor. II, Alternate years.

CH 321. Instrumental Methods of Analysis. (4)
A study of the theoretical principles and practical operation of modern chemical instrumentation. Understanding is reinforced by performing chemical analysis using a variety of laboratory instruments. A critical comparison of methods is evolved. Instruction will include the instrumentation for spectroscopy, separations, electrochemistry, and computerized data acquisition and analysis. Prerequisites: CH 221, PH 231, 232 or PH 117. II.

CH/BI 341. Biochemistry I. (3)
Introduction to the chemistry of life processes. The chemistry of amino acids, proteins and carbohydrates is examined and applied to biosynthesis and catabolism of carbohydrates through glycolysis, gluconeogenesis, the citric acid cycle and electron transport. Prerequisite: CH 135 or 217. I.

CH/BI 342. Biochemistry Laboratory. (1)
A laboratory study of the principles learned in CH 341. Prerequisites: CH 341 or concurrently. CH 221 is highly recommended. I.

CH/BI 343. Biochemistry II. (3)
The study of metabolic pathways begun in CH/BI 341 is continued through biosynthesis and catabolism of fats and proteins. Chemistry of nucleic acids and its relationship to replication, transcription and translation of genetic information and recombinant DNA is considered. Prerequisite: CH 341. II. Alternate years.

CH 351. Advanced Inorganic Chemistry. (3)
Modern theory of molecular bonding and structure of inorganic molecules. Prerequisite: CH 137.

CH 451. Physical Chemistry I. (3)
A quantitative description of the macroscopic behavior of substances and the molecular basis for this macroscopic behavior including the topics of thermodynamics and statistical mechanics. Prerequisite: CH 137; MA 225; PH 232. I. Alternate years.

CH 452. Physical Chemistry II. (3)
A continuation of CH 451 emphasizing the topics of chemical kinetics and quantum mechanics. Prerequisite: CH 451. II. Alternate years.

CH 453, 454. Physical Chemistry Lab, I, II. (1,1)
Introduction to experimental techniques used in physical chemistry. Experiments illustrating the material presented in CH 451 and CH 452 will be carried out. Prerequisites: PH 231, 232; CH 221, 451, 452 or concurrently. I, II. Alternate years.

CH 498. Chemistry Research. (1-3)
Experimental and bibliographic research for chemistry majors, under the direction of a faculty member. Topics will be suggested and reviewed during the semester prior to

enrollment. Permission to enroll will be granted only after the student has demonstrated appropriate preparation for the project. The work will be formally evaluated at mid-semester and at semester's end by the full chemistry faculty.

CH 499. Chemistry Seminar. (1)
An advanced treatment of topics in chemistry, selected by the student in consultation with a chemistry faculty member, and culminating in formal presentations of the topics to faculty and students. Prerequisite: Senior standing as a chemistry major.

Communication (CO)

Major:
Communication, with area of concentration chosen from Corporate Communication, Electronic Media, and Writing. An average grade of B is required for CO 110, 125, 211, 213, 215, 217, 219, and EN 111, 112, 213, 231, 333. A minimum grade of C is required for all Communication major and concentration courses.

Grades of CR/NC are not permitted in Communication major courses. **Minor:** CO 110, 115, 125; 211 or 213; 223, 391 and one 300-level course of student's choice.

Computer competency will be demonstrated by successful completion, with a minimum grade of C or higher, of CS 110 Understanding Computers or AR/CS 211 Macintosh Desktop Publishing I. The candidate for the Bachelor of Arts degree must fulfill all general degree requirements as stated on page 57.

Major in Communication with Concentration in Corporate Communication: public relations and advertising, along with a background in economics and marketing, are areas of study for the student who seeks a career in the corporate, non-profit, or government fields.

Major: CO 110, 115, 125, 211, 213, 217, 223, 235, 331; 380 or 480 (3 hours); 391, 435; 490 or 495 (3 hours). Other related requirements: BU 310, BU 312, EC 201; CS 110 or AR/CS 211; EN 111, 112.

Major in Communication with Concentration in Electronic Media: audio and video are areas of study for the student who seeks a career in the broadcast field.

Major: CO 110, 115, 181, 211, 213, 215, 217, 223, 325, 327; 380 or 480 (3 hours); 391, 415; 490 or 495 (3 hours). Other related requirements: CS 110 or AR/CS 211; EN 111, 112.

Major in Communication with Concentration in Writing: technical, creative and media writing are areas of study for the student who seeks a career in the writing field. The Writing concentration may not be completed concurrently with a minor in English.

Major: CO 110, 115, 125, 211, 213, 217, 223, 380 or 480 (3 hours); 391; 490 or 495 (3 hours). Choose 4 of 5 courses: CO 215, 219; EN 213, 231, 333. Other related requirements: CS 110 or AR/CS 211; EN 111, 112.

The Communication student is encouraged to consider further coursework in the areas of art, business, public administration, or psychology, as may be appropriate to specific career goals.

COMMUNICATIONS COURSES (CO).

CO 110. Fundamentals of Communication. (3)
Practical approach to the process of developing effective communication skills with special attention to individual needs. Interpersonal, small-group, and public communication skills addressed as well as principles of listening and critical thinking. No prerequisite. BAC.

CO 115. Introduction to Mass Media. (3)
Overview of the content, organization, and control of communication media—radio, television, newspaper, film, magazine—to formulate critical and ethical criteria for evaluating today's media environment. No prerequisite.

CO 125. Introduction to Journalism. (3)
Study of modern journalism with practice in effective writing style for the news media. Prerequisite: EN 111 or 112.

CO 181. Survey of Film. (3)
Historical overview of the progression of American film as an art form and industry from the silent era to today. Screenings coupled with theory to develop critical reviewing skills and knowledge of film production, distribution, regulation, and exhibition. No prerequisite.

CO 211. Interpersonal Communication. (3)
Introduction to theory and research concerning communication in social interaction and relationships. Topics, as they relate to communication, include gender difference, conflict, relationships, love and family communication. Prerequisite: CO 110, PY 101.

CO 213. Persuasive Speaking. (3)
Examination of historically great speakers, argumentation theory as applied to oral presentation, speaking occasion, rhetorical strategy, use of evidence and method of criticism. Principles of debate, analysis of question, methods of research and debating techniques. Speeches written and presented in a variety of contexts. Prerequisite: CO 110.

CO 215. Media Writing. (3)
Writing for a variety of media with the examination of common characteristics and identification of respective differences. Aural and visual imagery emphasized in written assignments and produced in laboratory situations. Prerequisite: CO 115.

CO 217. Persuasive Writing. (3)
Persuasive strategies in writing and the enhancement of reasoning skills through the writing and revision processes. Demonstration of the ability to defend an argument, stand, or position in written form. Prerequisite: EN 112.

CO 219. Feature Writing. (3)
Free-lance and staff feature writing for print media, with possible publication in the Talon and professional arenas. Prerequisite: CO 125, and EN 111 or 112.

CO 223. Introduction to Media Production. (3)
Theories and techniques of audio and video production in an unique environment. Split-semester approach encourages the examination of relationships between audio and video production. Prerequisite: CO 115.

CO 235. Principles of Advertising. (3)
Study of Advertising from the agency perspective. Examination of the industry and its evolution nationally and internationally, including legal and ethical issues, creative process, evaluation criteria and use of media. Prerequisite: CO 115.

CO/WS 301. Communication Between the Sexes. (1)
Framework for understanding how and why communication behaviors relate to gender differences and role stereotypes, and how they affect personal, professional, educational, and other experiences. No prerequisite.

CO/WS 301. Women and the Media. (1)
Historical archetypical investigation of the interpersonal and psychological processes involved in mass media projections of femininity. No prerequisite.

CO/GS 302. Communication With the Aged. (1)
Aging process and the ability of individuals to adapt to it successfully from a communicative perspective. Examination of various relational life patterns as well as the impact of physical deterioration upon the ability to communicate daily. No prerequisite.

CO/GS 302. Images of Aging in Film. (1)
Portrayal of senior adults in film, with an investigation of the lifestyle and depiction of the aging process in film of the past 50 years. Screening of films and discussion of their effects on this segment of society. No prerequisite.

CO 325. Audio Production. (3)
Stages and techniques involved in producing audio soundtracks, radio programs and commercials. Individual projects scripted, recorded, mixed and edited. Station operation techniques and programming strategies. Prerequisite: CO 223.

CO 327. Video Production. (3)
Production of video projects in a field environment. Creating the script, working with the client, justifying the shoot, working with the portable camera, mixing audio with video and editing for final production. Prerequisite: CO 223.

CO 331. Public Relations Concepts. (3)
Nature and role of public relations, activities of professionals in the field, influences which affect organizational behavior, ethics and the development of public relations professionals. Prerequisite: BU 310, CO 235.

CO 380. Special Topics. (1-3)
Selected topics to be determined by the department.

CO 385. Practicum in Journalistic Media. (1-3)
Participatory experience in journalistic arts by hands-on instruction and production. Publication required. Prerequisite: departmental approval.

CO 385. Practicum in Radio/ Television. (1-3)
Participatory experience in broadcast media by hands-on instruction and production. Prerequisite: departmental approval.

CO 390. Directed Studies. (3)
Under supervision of a member of the Communication faculty, the student proposes a topic, area, or project for investigation and study. Written agreement between student and faculty determines hours of credit. May be repeated up to six credit hours. Prerequisite: junior standing or departmental approval.

CO 391. Communication Theory. (3)
Nature of theory development and change, history of the discipline, important influences upon contemporary communication theory and individual exploration of specific theories. Prerequisite: CO 211, 213, and junior standing.

CO/TR 411. Media Production and Performance. (3)
Investigation of the influence of media on the actor's performance and study of production styles within an audio and video context. Examination of script, blocking for video and working with actors, directors and production crew. Participation in script adaptation, preproduction planning, actual production and post-production editing and evaluation. Prerequisite: departmental approval.

CO 415. Media Management. (3)
Examination of television, radio, and cable station operation, programming, research, sales, promotion, public broadcasting, and regulation. Prerequisite: CO 325 or 327.

CO 435. Communication Campaigns. (3)
Integration of topics such as theories of persuasion, layout and design, techniques of advertising research, copywriting, proposal writing, client presentation and small-group dynamics. In a synthesis of previous coursework in public relations and advertising along with the writing sequence, students divide into small agencies to experience the process of planning and building a joint public relations and advertising campaign for an authentic client, with final presentation of ideas to the client at the end of the semester. Prerequisites: CO 235, 331.

CO 480. Special Topics (1-3)
Selected topics as determined by the department.

CO 485. Practicum in Journalistic Media. (1-3)
Participatory experience in journalistic arts by hands-on instruction and production. Publication required. Prerequisite: departmental approval.

CO 485. Practicum in Radio/ Television. (1-3)
Participatory experience in broadcast media by hands-on instruction and production. Prerequisite: departmental approval.

CO 490. Directed Studies. (3)
Under supervision of a member of the Communication faculty, the student proposes a topic, area, or project for investigation and study. Written agreement between student and faculty determines hours of credit. May be repeated up to six credit hours. Prerequisite: senior standing or departmental approval.

CO 495. Internship. (3-6)
Work experience in an organization involved in the media of the student's concentration under supervision of a media professional of that organization. See Communication Coordinator for specific policy, requirements, and approved number of clock hours required. May be repeated up to six credit hours. Prerequisite: junior standing and departmental approval.

Computer Science/ Mathematics (CS)

The candidate for the Bachelor of Science degree in Computer Science/Mathematics must complete all the general degree requirements as stated on page 57.

Students must complete all Natural Science, Computer Science, and Mathematics courses with a grade of C or better.

Computer competency will be demonstrated by the eight Computer Science courses which are required for the major as well as other required courses where computer experiences are integrated. *The following courses in the Computer Science/Mathematics major must be completed:*

EN 111 and 112; MA 210, 225, 235, 310, 320, 360, 361, 370; CS 150, 160, 230, 235, 320, 325, 330, 355.

A component consisting of eighteen hours in a related area is required. This area must have the approval of the major advisor.

Minor in Computer Science:
CS 150, CS 315, and 18 hours of Computer Science courses 6 of which must be in the 300 level or higher. (This minor is not open to majors in information science and computer science/mathematics.).

COMPUTER SCIENCE COURSES (CS).

CS 108. Introduction to the MacIntosh Computer (1)
Computer terminology and applications; hands-on experience: handling floppy disks, booting a system, using the mouse, running software packages, and storing data to disk. No prerequisite.

CS/BU 110. Understanding Computers. (3)
This course will provide the background needed by the student to be computer literate. Half of the course will be lecture consisting of computer history, an overview of hardware and software, and elementary computer applications. The other half will be lab allowing the student to have hands-on experience using a variety of software packages. I, II, S.

CS 120. Introduction to Computer Programming in BASIC. (3)
Introduction to structured programming in the BASIC language including analysis of problems, coding, as well as debugging and documenting the resulting programs. Students who have had previous programming experience may wish to consider taking CS 150. Prerequisite: MA 101 or equivalent. I, II,

CS 150. Computer Programming in Pascal. (3)
Fundamental concepts of computer science: data representation and computer organization; introduction to programming in the Pascal language including analysis of problems, coding, as well as program testing, debugging, and documentation; study of Pascal structures and their use in developing structured programs. Prerequisite: MA 101 or equivalent. I.

CS 160. FORTRAN Programming. (3)
Study of FORTRAN computer programming. Emphasis on the continued development of good programming style, techniques for debugging and testing, and documentation. Numerical and non-numerical applications drawn from a variety of disciplines.

CS 180. Special Topics. (1-3)
A study of specialized topics in computer science. May not meet requirements for Information Science or Computer Science/ Mathematics majors. No prerequisite. I, II, S.

CS/AR 211. Macintosh Desktop Publishing I. (3)
Introduction to publication design using Macintosh computer, and desktop publishing and graphic design software. Study of graphic design concepts and processes and exploration of typography, illustration, and image scanning and manipulation. Production of camera-ready publication layouts. Prerequisite: CS 108 or other introductory computer course.

CS 230. COBOL Programming I. (3)
Study of COBOL computer programming. Emphasis on the continued development of

good programming style, techniques for debugging and testing, and documentation. Typical business data processing applications such as inventory and payroll applications, file and table handling. Prerequisite: one computer language or consent of instructor. I.

CS 235. COBOL Programming II. (3)
Study of advanced features and programming techniques of COBOL including: sorting and merging procedures; methods of building, updating and handling sequential, random access, and indexed files. Continued emphasis on structured design and structured programming. Prerequisite: CS 230 or equivalent. II.

CS/AR 313. Computer Graphic Design. (3)
Computer-aided graphic design and illustration using software applications for Macintosh computer. Investigation of illustration techniques, scanned and video image manipulation and production. Exercise in color, and black-and-white image production, digital output devices including 35mm color film laser image setting devices. Prerequisite: AR 211.

CS/AR 315. Macintosh Desktop Publishing II. (3)
Continuation of Macintosh Desktop Publishing I. Emphasis on advanced publication design including magazine, newspaper, book, brochure, and collateral pieces using Pagemaker and Quark Express. Exercises to develop understanding of color digital pre-press production, graphic illustration, and image manipulation. Prerequisite: AR 211.

CS 320. Programming in C. (3)
Study of the C programming language with an emphasis on continued development of good programming style; techniques for debugging and testing; documentation; programming using techniques applied to searching, sorting, dynamic structures and recursion. Prerequisites: CS 150 or consent of instructor. II.

CS 325. Numerical Methods. (3)
Examination of floating-point arithmetic and its implications. Selected topics and methods from rootfinding for nonlinear equations, interpolation methods, numerical differentiation and integration, error analysis. Prerequisites: MA 210 and one programming course.

CS 330. Operations Research. (3)
The discussion of decision making methods of evaluating and enhancing the management of organizations. This scientific approach to problem solving could include models of linear programming and the simplex method, the transportation problem, PERT networks, and selected topics from integer programming, deterministic inventory models, goal programming, introduction to queuing theory (Poison, single-server, and FCFS models), simulation. Prerequisites: MA 320, Statistics, 3 hours of programming language, or consent of instructor.

CS 340. Database Management (3)
A study of database management including: concepts and characteristics, planning organization, data structures, data models, conceptual design, physical design, administration, and implementation. Students will design a database using dBase III Plus. Prerequisite: one computer language.

CS 350. Systems Analysis and Design. (3)
In-depth discussion of the methodology of designing and implementing computer-based business systems. The systems development life cycle: breaking complex processes into phases and activities with specific products or objectives, including preliminary investigation, analysis, design, implementation, and evaluation. Case studies are used to emphasize points covered. Prerequisites: six hours of computer programming.

CS 355. Data Structures (3)
The study of data structure design using Pascal. These structures include: stacks, heaps, queues, linked lists, sparse matrices. Prerequisites: CS 150 or consent of instructor.

CS 360. Programming in FOCUS. (3)
Introduction to programming in PC FOCUS, a 4th Generation Language. The course will cover TABLE FILE, DIALOGUE MANAGER, MODIFY FILE, and an examination of TACKTechnology. There will be an emphasis on the use of FOCUS as a prototyping tool. Prerequisite: one computer language course or consent of instructor.

CS 380. Advanced Special Topics (1-3)
A study of advanced specialized topics in computer science. May not meet requirements for Information Science or Computer Science/ Mathematics. Prerequisites will vary. II.

CS 490. Independent Study. (1-3)
In-depth study of an approved topic not covered in other computer science courses. Prerequisite: consent of instructor.

Cytotechnology (CT)

See Natural Science Major with Cytotechnology Emphasis.

CT 451. Introduction to Cytotechnology and Laboratory Procedures. (1)
An orientation to the profession of cytotechnology including its history, ethics, and practice, as well as a review of cell and tissue structure and the anatomy, physiology, and embryology of the female genital tract. Also included are the principles of microscopy, staining and fixation, laboratory safety and medical terminology. Prerequisite: acceptance into the program.

CT 452. Introduction to Female Genital Tract Cytology. (3)
A focus on the normal elements of female genital tract specimens and their response to inflammatory agents, normal hormonal cycles, and various endocrinopathies. Also included are benign proliferative reactions of the uterine cervix. Prerequisite: CT 451 Introduction to Cytotechnology and Laboratory Procedure.

CT 453. Neoplasia of the Female Genital Tract I. (3)
An introduction to squamous carcinoma and its precursor lesions in the uterine cervix. Correlation of the didactic information with the microscopic cellular manifestations to provide a cytologic diagnosis. Prerequisite: CT 452 Introduction to Female Genital Tract Cytology.

CT 454. Neoplasia of the Female Genital Tract II. (3)
The study of carcinomas and sarcomas of the vagina, vulva, uterine corpus and cervix, tube, and ovary and their various precursors. Cellular reaction to treatment modalities are also included. Correlation of the didactic information with the microscopic cellular manifestations to provide a cytologic diagnosis. Prerequisite: CT 453 Neoplasia of the Female Genital Tract I.

CT 455. Cytology of the Respiratory Tract. (3)
A review of the anatomy, physiology, and embryology of the respiratory tract. An introduction to benign, inflammatory, and malignant conditions and their cellular manifestations to provide a cytologic diagnosis. Prerequisite: CT 454 Neoplasia of the Female Genital Tract II.

CT 456. Cytology of Body Cavity Fluids. (3)
An introduction to the anatomy, physiology, and histology of the body cavities. The cellular manifestations of various pathologic conditions will be examined including benign, inflammatory, malignant (both primary and metastatic) conditions. Prerequisite: CT 455 Cytology of the Respiratory Tract.

CT 457. Cytology of Gastrointestinal and Urogenital Systems. (3)
A review of the anatomy, physiology, and embryology of the G.I. and G.U. systems. The cellular manifestations of benign, inflammatory, and malignant conditions of various specimens from each system will be studied. Prerequisite: CT 456 Cytology of Body Cavity Fluids.

CT 458. Cytology of Breast and Central Nervous System. (3)
A review of the anatomy, physiology, and embryology of the breast and central nervous system. The cellular manifestations of benign, inflammatory, and malignant conditions of each system will be studied. Prerequisite: CT 457 Cytology of Gastrointestinal and Urogenital systems.

CT 459. Fine Needle Aspirations Cytology. (3)
A study of fine needle aspiration material from the thyroid, liver, pancreas, head and neck, and abdomen for correct cytopathologic diagnosis.

Students will participate in the collection, preparation, and rapid staining of smears in the clinical situation. Prerequisite: CT 458 Cytology of Breast and Central Nervous System.

CT 480. Special Topics in Cytology. (2)
Introduction to the basic concepts of cytogenetics. Study of specimens from the skin, the eye, and joint fluids. Also included is comprehensive review and testing of all body systems. Prerequisite: CT 480 Fine Needle Aspiration Cytology.

CT 485. Cytology Laboratory Management. (2)
Introduction to the principles of laboratory management, including quality assurance, laboratory organization, management tools and styles, and planning and budgeting. Prerequisite: CT 480 Special Topics in Cytology.

CT 486. Cytopreparatory Techniques. (3)
Preparation of gynecologic and non-gynecologic specimens. Students will evaluate specimens for optimum preparatory techniques and troubleshoot problems in staining and preparation, as well as evaluate and implement new preparation techniques. Prerequisite: acceptance into the program.

CT. 498. Scientific Method and Research in Cytology. (1)
A review of the scientific method and research tools. This information will be used in a discussion of journal articles and check samples as well as in the presentation of a research project and a cytopathology conference. Prerequisite: acceptance into the program.

CT 499. Clinical Laboratory Practice. (6)
Rotation through all phases of cytologic service work and laboratory functions. The continuing development of detective and diagnostic skills involving gynecologic and non-gynecologic cytologic specimens. Examination of challenging cytologic cases with particular emphasis on diagnostic pitfalls. Correlation of cytologic diagnosis with tissue biopsy findings and clinical history of patients. Prerequisite: acceptance into the program.

Dance (DA)

No Major or Minor available.

Major: Bachelor of Fine Arts (B.F.A.) in Musical Theater, (Dance, Music, Theater) is offered. See sections on Music and Theater for requirements.

DANCE COURSES (DA).

DA/PE 111. Stretch and Exercise. (1)
Movement for flexibility and extension, fluidity and artistic excellence, retention and improvement of muscle tone. May be repeated for credit. No prerequisite.

DA 115. Introduction to Dance. (1)
Foundation in jazz dance, musical theater dance, social dance, and basic techniques of all dance forms. May be repeated for credit. No prerequisite.

DA 216. Intermediate Dance. (1)
Intermediate-level work toward more extensive technique and style, and further development of skill and style for performance. May be repeated for credit. Prerequisite: DA 115, or permission of instructor.

DA 241. History of Dance. (3)
Understanding and appreciation of dance as an art form, its origins, social significance, and growth. No prerequisite.

DA 280. Special Topics. (1-3)
Selected topics to be determined by the department.

DA/GS 302. Therapeutic Uses of Exercise and Movement. (1)
Examines the role of exercise and movement in activity and treatment programs for the aged. Emphasis on various techniques to design effective programs. No prerequisite.

DA 351. Dance Ensemble. (1)
Preparation for and participation in public performance. May be repeated for credit. Prerequisite: DA 216, or permission of instructor.

Economics (EC)

A major in Economics is not offered.

Minor:
EC 201 Principles of Economics I.
EC 202 Principles of Economics II.
EC 311 Intermediate Macroeconomics.
EC 312 Intermediate Microeconomics.
Six (6) additional hours of upper-division economics.

ECONOMICS COURSES (EC).

EC 101. Personal Finance. (3)
Study of credit, insurance, investments and saving, home ownership, taxes, and financial planning for the individual.

EC 201. Principles of Economics I. (3)
An introduction to the fundamental economic concepts and principles, capitalism, legal forms of business enterprises, determination of national income, and monetary and fiscal policy. Prerequisite: Sophomore standing. BAC. I, II, S.

EC 202. Principles of Economics II. (3)
An introduction to the theory of consumer and producer, or firm, behavior with an emphasis on the analysis of prices, markets, production, and resource allocation. Prerequisite: EC 201. BAC. I, II.

EC 240. Statistical Analysis. (3)
Introduction to basic statistical techniques for students in business and economics. Prerequisites: MA 120 and BU 110. I, II, S.

EC 241. Quantitative Analysis. (3)
An introduction to quantitative analysis techniques needed to apply models to actual situations in business and economics. Prerequisites: BU 110, EC 202, 240 and MA 120. I, II, S.

EC 311. Intermediate Macroeconomics. (3)
Expansion of principles of macroeconomic concepts, theories, and models. Prerequisite: EC 202. BAC.

EC 312. Intermediate Microeconomics. (3)
Expansion of principles of microeconomic concepts, theories, and models. Prerequisites: EC 202, 241 or concurrent enrollment. BAC. I odd years.

EC 361. Money and Banking. (3)
Investigation of the money, credit, and banking structure and money's influence on the national economy and foreign exchange. Prerequisite: EC 202. BAC. I.

EC 371. Economics of Current Issues. (3)
Application of formal economic concepts and theory to contemporary economic issues. Prerequisites: EC 202. BAC.

EC 380. Special Topics. (1-3)
Selected topics to be determined at the discretion of the department.

EC 382. International Economics. (3)
An introduction to the theory, structure, and policies of international trade and international economic and financial institutions. Prerequisite: EC 202. BAC. II even years.

EC 490. Directed Studies in Economics (1-6)
Study of an approved topic not parallel with the content of another course.

EC 499. Economics Seminar. (1-3)
Study of contemporary economic issues. Prerequisite: Senior standing. BAC.

Education (ED)

PROGRAMS FOR TEACHER EDUCATION, APPROVED BY THE STATE OF MISSOURI ARE:
Elementary 1-8
Art Education K-9; K-12
Business Education 7-12
English Education 7-9; 7-12
Mathematics Education 7-9; 7-12
Music (Vocal) Education K-9; K-12
Science: Biology Education 7-12
Chemistry Education 7-12
Social Studies (History) Education 7-9; 7-12
Speech/Theater Education 7-9; 7-12
Special Education: K-12

Behavior Disorders
Learning Disabilities
Mental Handicaps

Major Criteria

A. Criteria for Admission to the Education Major, the Secondary Education Minor, and Teacher Certification.

1. Admission to the College.

2. Attainment of Missouri's Basic Education Competency requirement which is attainment of a passing score on each subtest of the College Basic Academic Subjects Examination (C-BASE), if degree seeking.

   This test may be retaken until all subtests are passed. In addition, the student must submit scores on either the Scholastic Aptitude Test (SAT) or the American College Test (ACT).

3. Completion of at least sixty (60) semester hours of college work.

4. Completion of at least twelve (12) semester hours of professional education courses at Avila College for elementary and special education students; six hours for secondary students.

5. Attainment of a cumulative grade point average of at least 2.5 (on a 4.0 scale), for all college work.

6. Attainment of a cumulative grade point average of at least 3.0 (on a 4.0 scale), for all education courses with no grade below a C. (2.0).

7. A grade of C (2.0) or better in the following courses or their equivalents: English Writing I, English Writing II, Communication, and Fundamental Concepts of Mathematics.

8. Favorable evaluation of performance in activities for ED 285 Education Practicum.

9. Favorable written recommendation from an Avila faculty member in a department other than education.

10. Evidence of good character, positive attitude, and dedication to the ethics of the teaching profession, based on written evaluation of practicum supervisor, Avila faculty member in department outside of education, and education faculty member(s).

B. Criteria for Completion of the Bachelor of Science degree in Education and the Secondary Education Minor.

Computer competency will be demonstrated by successful completion of ED 320 Microcomputers in Education for all Elementary Education majors.

Computer competency will be demonstrated by successful completion of special education courses which incorporate computer skills for all Special Education majors.

Students completing a minor in Education must meet the computer competency for the major area.

1. Completion of all the general degree requirements as stated on page 57.

2. Completion of at least 128 semester hours of academic work with a minimum cumulative grade point average of 2.5 (on a 4.0 scale).

3. Achievement of a minimum grade of C (2.0) in all courses required for the major. A course may be repeated once to improve the grade earned.

4. Completion of the National Teacher Examination (NTE) - specialty area for Missouri certification. If Kansas certification is desired, completion of the PPST and NTE (professional knowledge test) is necessary.

5. Completion of the following Core Requirements:

   a. **Humanities**
      English Writing-6 hours
      Communication-3 hours
      Art or Music elective-3 hours
      Literature-3 hours
      Foreign Language-6 hours

Philosophy and Theology-9 hours (in two areas)
Total-30 hours in seven areas

b. **Social and Behavioral Sciences**
American History-3 hours
American Government course-3 hours
Psychology of the Exceptional Child-3 hours
Economics elective-3 hours
Sociology or Anthropology elective-3 hours
World Geography-3 hours
Western Civilization-3 hours
Total-21 hours in seven areas

c. **Natural Sciences and Mathematics**
College Level Math Course-3 hours
Biological Science lab-4 hours
Physical Science lab-4 hours
Total-11 hours in three areas

d. **Concentration**
A 21-hour concentration of courses in a related teaching field such as Math/Science or Social Sciences is required for Elementary and Special Education majors. A concentration in Social Sciences is included in the Education Core Requirements.

e. **Elementary Education and Special Education majors need the following courses in addition to the core:**
Art for Elementary Schools-2 hours
Music for Elementary Schools-2 hours
Geometry for Elementary Teachers-3 hours
Methods of Math for Elementary Teachers-3 hours

6. **Completion of the following education courses for the specific majors or minor is required in addition to the general degree requirements:**

a. **Elementary:**
ED 205 or PY 220, ED 210, 215, 220, 225, 230, 285, 310, 320, 325, 330, 335, 340, 345, 370, 385, 417, 495. NO MINOR IS OFFERED

b. **Special Education:**
For all Majors: ED 210, 215, 220, 225, 230, 285, 310, 325, 330, 335, 340, 345, 361, 363, 365, 370, 385, 417, 495, and PY 220
For a particular area of emphasis:
- Behavior Disorder (BD) ED 350, 355, 495
- Learning Disability (LD) ED 351, 356, 495
- Mental Handicap (MH) ED 352, 357, 495

A student may be certified in all three areas of Special Education by taking courses and student teaching in each area of special education. (BD, LD, MH.).

NO MINOR IS OFFERED

c. **Secondary Education:**
No Major is offered.

Students preparing to teach on the secondary level, major in the teaching field and minor in secondary education. This minor includes requirements for state teaching certificate.

Secondary education minors are offered in ART, BIOLOGY, BUSINESS EDUCATION, CHEMISTRY, ENGLISH, MATHEMATICS, SOCIAL STUDIES, SPEECH/THEATER and VOCAL MUSIC.

For the Minor, the following courses are required: ED 225 or PY 220; ED 220, 235, 285, 315, 375, 419, 455, 495

Formal, approved admission to any Teacher Education Program is earned by successful completion of criteria outlined in the Teacher Education Handbook.

EDUCATION COURSES (ED).

ED 101. Strategies for Academic Success. (3)
This elective course provides the basis necessary to help students achieve their academic potential in college-level courses in all fields. Major topics include organizational and analytical skills, reading comprehension, communication skills, vocabulary enrichment, research practices, effective study techniques, goal setting, assertiveness training, and time and stress management. I, II.

ED/PY 205. Human Growth and Development. (3)
A survey of the main patterns of growth and development of the person over the life span; emphasis on the social, intellectual, emotional and physical development of the person. I, II, S. Even years. BAC.

ED 210. Physical Education for the Elementary School. (2)
Total fitness program directed toward the elementary school child; methods of evaluating fitness; organization of programs of physical education based upon sound principles of human growth and development. Alternates, I, II, S with ED 215.

ED 215. Health Education. (2)
An overview of the philosophy, organization, and activities of community health including the school health program; exploration of the major health issues of contemporary concern in school and community. Alternates I, II, S with ED 210.

ED 220. Foundations of Education. (3)
Examination of the field of education including philosophical, historical and social foundations, teaching as a profession, and recent innovations and critical issues. I, II, S.

ED/PY 225. Educational Psychology. (3)
Application of psychological principles to the field of education; nature of the learning process; motivation devices; evaluation of learning. II, S.

ED 230. Children's Literature. (3)
Examination of children's books; criteria for selection and evaluation of these books; relation of literature to the reading program and to children's needs, abilities, and interests. I, S. Even years.

ED/PY 235. Psychology of the Exceptional Child. (3)
Designed to provide an introduction to the various areas of exceptionality (gifted, mentally retarded, learning disabled, behavior disordered, etc.). Social, educational and family characteristics of exceptional children are explored. A sample of the unique teaching methods, materials and techniques of instruction are studied. In addition, laws and regulations covering exceptional students are presented. Observation hours are required. I, II, S.

ED 285. Practicum. (3)
Elementary, BD, LD, MH and secondary depending on major. Pre-teaching experience of fifteen full days in a classroom off campus. Assisting activities with a qualified teacher serve as an early screening process for elementary, special education and secondary prospective teachers. I, II.

ED 310. General Methods and Observation in the Elementary School. (4)
Steps in lesson preparation and planning at different levels of the elementary school; actual observation of the teaching-learning process in preparation for the formal student teaching assignment. Observations required. Prerequisite: ED 220. I, II.

ED 315. General Methods and Observation in the Secondary School. (4)
Steps in lesson preparation, planning and presentation in the secondary subjects; selection and application of appropriate procedures, methods, and techniques; actual observation of the teaching-learning process in preparation for the student teaching assignment. Observations required. Prerequisite: ED 220. I, II.

ED 320. Microcomputers in Education. (3)
An introduction to the educational uses of microcomputers including: CAI, programming in BASIC, word processing, record keeping, selection of software, and computer uses in the school. Fee required I, II, S.

ED 325. Foundations of Reading Instruction. (3)
Objectives and techniques of teaching reading in the elementary school; word recognition, comprehension, and motivation strategies; review of currently used methods. Observations required. I.

ED 330. Elementary Language Arts. (3)
Instruction and practice in the teaching of an integrated oral and written language program in the elementary classroom. II.

ED 335. Elementary Social Studies Methods. (2)
Course covering methods for planning units of instruction and demonstrating alternative ways of presenting materials in the area of social studies. Prerequisite: ED 310. I, II.

ED 340. Elementary Science Methods. (2)
Course covering methods for planning units of study in science. Experiments, cooperative group work and alternative ways of presenting material in the area of science. Prerequisite: ED 310. II.

ED 345. Tests and Measurements. (3)
Study of basic statistical concepts and common terminology related to measurement. Review of instruments currently used in schools; practice in developing, administering, and analyzing tests for classroom use. I.

ED 350. Analysis and Characteristics: Behavior Disorder. (3)
Exploration of the characteristics of the behavior disordered child, including legal implications, identification and diagnosis. Observations required. Prerequisite ED 235. I. Even years.

ED 351. Analysis and Characteristics: Learning Disability. (3)
Same course content as ED 350, except with reference to learning disabled child. Observations required. Prerequisite: ED 235. I. Even years.

ED 352. Analysis and Characteristics: Mental Handicap. (3)
Same course content as ED 350, except with reference to mentally handicapped child. Observations required. Prerequisite: ED 235. I. Even years.

ED 355. Methods and Curriculum: Behavior Disorder. (3)
Selection of appropriate teaching methods and materials applicable for teaching behavior disordered children in school settings; administration of diagnostic tests. Practicum required. Prerequisite: ED 350. II. Odd years.

ED 356. Methods and Curriculum: Learning Disability. (3)
Same course content as ED 355, except with reference to learning disabled children. Practicum required. Prerequisite: ED 351. II. Odd years.

ED 357. Methods and Curriculum: Mental Handicap. (3)
Same course content as ED 355, except with reference to mentally handicapped children. Practicum required. Prerequisite: ED 352. II. Odd years.

ED 361. Speech and Language Problems of Exceptional Children. (3)
Exploration of speech and language problems associated with exceptional children; normal speech and language development, indication for referral, and educational techniques. II. Even years.

ED 363. Educational Assessment. (3)
An analysis and study of selected topics pertinent to the assessment of academic functioning. Emphasis will be on diagnostic assessment, both formal and informal, to aid in the diagnosis and treatment of learning problems occurring in special education settings, with the mainstreamed child, or with children needing individualized programming in regular classrooms. Students will administer and interpret several of the currently used assessment instruments. Fee required. II. Odd years.

ED 365. Parent Conferencing for Teachers. (2)
Methods in the conferencing situation; emphasis upon conferencing and counseling parents of exceptional children and methods of helping parents to change child behavior. I. Odd years.

ED 370. Assessment and Remediation of Reading Problems. (3)
Selection of methods and materials designed to aid children with various problems in learning to read; emphasis upon typical problems; diagnosis and remediation procedures. Taken concurrently with ED 385. Prerequisite: ED 325. II.

ED 375. Reading for Secondary Teachers. (3)
Selection and adaptation of materials to aid the secondary student in reading in the content areas; methods of teaching more effective comprehension and study skills in these subjects; techniques for dealing with the problem reader. Prerequisite: ED 315. I, II.

ED 380. Special Topics. (1-3)
Specific topics relevant to the field of education will be analyzed. Each offering concerns a single contemporary issue. I, II, S.

ED 385. Reading Practicum. (2)
Supervised reading practicum with elementary student(s). Prerequisite: ED 325; taken concurrently with 370. II.

ED 390. Directed Study. (1-3)
Opportunity for the student to study a topic of interest in depth. Consent of instructor required. I, II, S.

ED 417. Behavior Management: Theories & Techniques-Elementary. (3)
The course covers theories, techniques and current research concerning behavior management in elementary classrooms and related clinical settings. Each student will design and implement a project utilizing behavioral techniques. I, S.

ED 419. Behavior Management: Theories and Techniques-Secondary. (3)
This course covers theories, techniques and current research concerning behavior management in secondary classrooms. I, S.

ED 455. Special Methods of Teaching Secondary School Subjects. (2)
This course includes methods and procedures special to the content area of secondary teaching. I, II.

ED 495. Student Teaching: Elementary, Special, Secondary. (8)
Professional laboratory experience in a classroom setting; supervision and guidance shared between the cooperating teacher and the college supervisory staff. Includes weekly seminar held on campus. By application two months in advance of registration date. Prerequisites: major and minor requirements completed. Attendance at required pre-student teaching meeting. Fee required. I, II.

ED 498. Independent Research. (1-3)
An arranged course, an investigation of a special research problem in an area not covered in regular courses. Open to seniors only. Consent of instructor required. I, II.

English (EN)

Major:
Computer competency will be demonstrated by successful completion of a computer-assisted section of a composition course (EN 111, EN 112, EN 213) or by successful completion of CS 110 - Understanding Computers, or its equivalent.

The candidate for the Bachelor of Arts degree in English must complete all the general degree requirements as stated on page 57.

In addition, the candidate must complete the following Major requirement of 36 hours after EN 112-English Composition II (or its equivalent) has been completed successfully:

EN 371 Shakespeare (3)
ONE (3 credits) of LANGUAGE
EN 351 Modern Grammar and Linguistics (3)
EN 361 History of the English Language (3)
TWO (6 credits) of AMERICAN LITERATURE
EN 241 American Writers I (3)
EN 242 American Writers II (3)
EN 312 American Drama (3)
EN 445 Studies in American Literature (3)
EN 380 or 480 Special Topics (American topics only)
TWO (6 credits) of BRITISH LITERATURE

EN 251 British Writers I (3)
EN 252 British Writers II (3)
EN 411 Restoration and 18th-Century Literature (3)
EN 421 Romantic Literature (3)
EN 431 Victorian Literature (3)
EN 441 20th-Century British Literature (3)
EN 380 or 480 Special Topics (British topics only)

Composition TWO (6 credits) of WORLD LITERATURE
EN 171 World Masterpieces I (3)
EN 172 World Masterpieces II (3)
EN 281 Mythology (3)
EN 311 Modern European Drama (3)
EN 380 or 480 Special Topics (non-British/ American topics only)

ONE (3 credits) of ADVANCED WRITING
EN 213 Advanced Composition (3)
EN 231 Creative Writing (3)
EN 235 Advanced Creative Writing (3)
EN 321 Playwriting (3) ELECTIVES (6 credits)
Any English courses at the 200 level or above, foreign language literature courses or communication writing courses (CO 125, 215, 217, 219).

At least 18 hours of the major courses must be at the 300 level or above. Majors must earn a grade of C or above in all major courses.

Minor: 18 hours after completion of EN 112-English Composition II (or its equivalent):

EN 371 Shakespeare (3)
ONE course in American Literature (3)
ONE course in British Literature (3)
ONE course in World Literature (3)
Two Literature courses, 200 level or above (6).

At least nine (9) of the minor hours must be at the 300 level or above.

English Education: A program in English Education, 7-9 and 7-12 certification, approved by the State of Missouri, is offered. Kansas certification requirements may be completed concurrently. See Education section.

ENGLISH COURSES (EN).

EN 95. Fundamentals of Writing. (3)
Intensive review of grammar, correct usage, sentence structure, punctuation and spelling, along with vocabulary development. Written assignments discussed individually. Does not satisfy core requirements or count toward degree program.

EN 111. Composition I. (3)
Extensive practice in expository writing with emphasis on organization and methods of paragraph and essay development. Practice in correct grammar and usage, punctuation, and spelling stressed as necessary for clear, correct written communication. BAC.

EN 112. Composition II. (3)
Continued practice in expository writing with emphasis on longer, well-developed essays. Stresses analytical thinking and development of a mature writing style. Grammar, usage, punctuation, and spelling reviewed as needed. Research paper. Prerequisite: EN 111. BAC.

EN 171. World Masterpieces I. (3)
Analysis of selected masterpieces from the Greeks to the Renaissance, including the Oedipus plays, a Greek epic, the Decameron, Canterbury Tales, Don Quixote, Hamlet, Marlowe's Faustus, and other selected works. BAC.

EN 172. World Masterpieces II. (3)
Analysis of selected world masterpieces since the Renaissance, including Paradise Lost, Ibsen's plays, Madame Bovary, The Scarlet Letter, The Old Man and the Sea, Anna Karenina, Pride and Prejudice and Light in August, among others. Includes some non-western writers. BAC.

EN 213. Advanced Composition. (3)
Advanced practice in techniques of writing. Required course for English majors who minor in Secondary Education. Prerequisite: EN 112.

EN 231. Creative Writing. (3)
Practice in techniques of writing poetry, short stories, and dramatic scenes. Topics include language, figures of speech, point of view, characterization, and dialogue. In-class analysis of all student work emphasized.

EN 241. American Writers I. (3)
The best of American writers from the Colonial period through the Civil War, including Native American authors, Bradstreet, Wheatley, Franklin, Irving, Douglas, Hawthorne, Poe, Melville, Emerson, Thoreau, and Whitman. BAC.

EN 242. American Writers II. (3)
The best of American writers since the Civil War, including Dickinson, Twain, James, Harris, Jewett, Chopin, Wharton, Hemingway, Faulkner, Frost, Eliot, Walker, Ellison, Baldwin, O'Connor, Cather, Porter, Plath, Jones and Oates, among others. BAC.

EN 251. British Writers I. (3)
Analysis and interpretation of major works from the Old English period to the Eighteenth Century, with background and history of each period. Includes Beowulf, Chaucer, Everyman, Shakespeare, Donne, Milton, Pope, Johnson and Goldsmith, among others. BAC.

EN 252. British Writers II. (3)
Analysis and interpretation of major works from the Romantic period to Modern times, with background and history of each period. Includes Blake, Wordsworth, Coleridge, Byron, both Shelley's, Keats, Arnold, Dickens, Hardy, Joyce, and Woolf, among others. BAC.

EN 261. The Short Story. (3)
Study of selected masters of the short story from Poe and Hawthorne to mid-20th century authors. Readings and classroom discussions designed to enhance appreciation, understanding, and critical judgment of short fiction. BAC.

EN 263. Psychological Aspects of the Novel. (3)
Reading and discussion of nine significant novels: The Great Gatsby, The Sun Also Rises, The Sound and the Fury, The Heart is a Lonely Hunter, Ethan Frome, The Power and the Glory, Wuthering Heights, My Antonia, and Catcher in the Rye. Stress on psychological motivations as a tool for discovery of self and understanding of others. BAC.

EN 281. Mythology. (3)
Reading and discussion of mythologies of the world as a background for understanding and appreciation of cultures and literature. Emphasis on Greek mythology. BAC.

EN/WS 301. Images of Women in Literature. (1-3)
Discussion of novels, short stories, poetry, and drama that deal with women's changing roles in life, their psychological motivations, and struggles to understand self and realize individuality. No prerequisite.

EN/GS 302. Images of Aging in Literature. (1)
Consideration of various texts that portray aging, and issues and concerns of old age. Included are several texts such as King Lear, The Picture of Dorian Gray, The Old Man and the Sea, and Dr. Heidigger's Experiment. Weekend format. No prerequisite.

EN 311. Modern European Drama. (3)
Reading and interpreting plays of modern dramatists, including Ibsen, Shaw, Pirandello, Eliot, Sartre, Beckett, Pinter, and Ionesco, among others.

EN 313. American Drama. (3)
Survey of American drama focusing on 20th-century dramatists.

EN 321. Playwriting. (3)
Basic technique of writing for the stage. Prerequisite: permission of instructor.

EN 333. Advanced Creative Writing. (3)
Advanced techniques in creative writing. Analysis of all student work. Prerequisite: EN 231 or permission of instructor.

EN 351. Modern Grammar and Linguistics. (3)
With traditional grammar as a foundation, students become acquainted with linguistic approaches to the study of language and usage. Includes semantics, syntax, phonology, morphology, and language variation (dialects). Prerequisite: EN 112.

EN 361. History of the English Language. (3)
Historical development of the English language from its beginnings to the present. Emphasis on basic grammatical principles to deepen understanding of contemporary grammar.

EN 371. Shakespeare. (3)
Reading, discussion and analysis of the major plays of Shakespeare, including the comedies, histories, and great tragedies. Prerequisite: one lower-level literature course.

EN 380. Special Topics. (1-3)
Selected topics to be determined by the department. Prerequisite: one lower-level literature course.

EN 411. Restoration and 18th-Century Literature. (3)
Critical reading and discussion of the writing of the Restoration and Eighteenth Century; includes writers such as Dryden, Pope, Swift, Addison, and Johnson. Prerequisite: two literature courses.

EN 421. Romantic Literature. (3)
Main trends of Romanticism in literature; includes writers such as Blake, Wordsworth, Coleridge, Byron, Shelley, Keats, Lamb, Hazlitt, and DeQuincey. Prerequisite: two literature courses.

EN 431. Victorian Literature. (3)
Traces significant literary movements within the period; includes writers such as Tennyson, Browning, Arnold, Rosetti, Hopkins, and Hardy. Prerequisite: two literature courses.

EN 441. 20th-Century British Literature. (3)
Study, analysis, and interpretation of selected 20th-century British writers with emphasis on modern techniques; includes writers such as Woolf, Eliot, Lawrence, Forster, and Drabble, among others. Prerequisite: two literature courses.

EN 445. Studies in American Literature. (3)
Variable content, focusing on particular writer(s), theme(s), or movement(s) in American literature. In-depth study, seminar format. Topics may include American Romanticism, Realism, Naturalism, or Humorists; The Lost Generation; Poe and Hawthorne; Twain and Faulkner; Hemingway and Fitzgerald; Women in American Literature; the Harlem Renaissance; Native American Writers. This course may be taken under different topics as many as three times. Prerequisite: two literature courses.

EN 480. Special Topics. (1-3)
Selected topics to be determined by the department. Prerequisite: two literature courses.

EN 490. Directed Studies. (3)
Under faculty supervision, an advanced study project will be pursued in the area of choice. Prerequisite: permission of department.

EN 499. Senior Seminar. (3)
Capstone course for English majors and minors involving a critical research project to be completed and presented before peers and faculty. Reading and discussion of major literary works and/or figures of world literature.

ESL Studies (EL)

No Major or Minor is offered.

There is more than one level for each language skill in English as a Second Language (ESL). Class placement is determined by tests administered in the Student Resource Center prior to each semester.

ESL COURSES (EL).

EL 61 ESL — Speaking and Listening (3)
Practice and development of fluency, vocabulary, and pronunciation skills through pair and group work as well as listening exercises. Common idioms and slang used in United States society. Emphasis on English needed to function in a university/college classroom. Prerequisite: testing to determine appropriate placement level.

EL 62 ESL — Reading and Vocabulary (3)
Development of vocabulary, speed reading, summarizing, skimming, finding the main idea, and reading comprehension. Emphasis on material about United States culture as well as academic readings. Prerequisite: testing to determine appropriate placement level.

EL 63 ESL — Grammar (Structure) (3)
Focus on grammar essential in speaking and writing such as sentence structure, clauses, phrases, tense, and articles. Prerequisite: testing to determine appropriate placement level.

EL 64 ESL — Writing (Composition) (3)
Proper techniques needed to write paragraphs and essays emphasizing organization and methods of development. Compositions of description, definition, narration, comparison/contrast, classification, analysis, and persuasion. Punctuation and grammar stressed as necessary. Major written assignments discussed individually. Prerequisite: testing to determine appropriate placement level.

French (FR)

No Major or Minor is offered.

FRENCH COURSES (FR).

FR 111, 112. French I, II. (3,3)
Elementary French for those who never have studied the language and for those who wish a basic grammar review with added practice in speaking. Prerequisite: FR 111, or its equivalent, for FR 112. BAC.

FR 215, 216. French Conversation I, II. (3,3)
Continuation of the study of grammar and vocabulary with emphasis on building and improving oral communication skills through selected readings, language videos, and cultural presentations by guest speakers. Prerequisite: FR 111 and 112, or their equivalent, for FR 215; and FR 215, or its equivalent, for FR 216. BAC.

Freshman Seminar (FS)

No Major or Minor is offered.

FRESHMAN SEMINAR COURSES.

FS 101 Freshman Seminar (1)
In this course, first year college students examine skills and issues which will help them to be successful in college. Topics such as health and wellness, time management, study skills, cultural diversity, and interpersonal relationships are explored through inventories, journal writing, and class discussion. This course is required of all first-time, full-time freshmen and is offered on a CR/NC basis only.

General Studies (LA)

General studies is a multidisciplinary program. Two degrees in General Studies are offered. They are an Associate of General Studies Degree and a Bachelor of General Studies Degree. Both of these degrees do not emphasize a particular area of study but focus on a wide variety of courses in the humanities, the social/behavioral sciences, and the natural sciences/mathematics.

Bachelor Degree.

The candidate for the Bachelor of General Studies degree must complete all the general degree requirements as stated on page 57.

Computer competency will be demonstrated by a required course in computer science. In addition to the general education requirements, the following requirements in the major must be completed:

1. **Humanities**-No requirements beyond the general education requirements. **Social and Behavioral Sciences**-15 hours beyond the general education requirements. **Natural Science and Mathematics**-17 hours beyond the general education requirements with at least one course in computer science.

2. Completion of 36 credit hours, with a grade of C or better, in the following: 18 credit hours in each of two general areas (chosen from Humanities, Social and Behavioral Sciences, or Natural Science and Mathematics.) 12 of these credit hours from each area must be from upper-division courses.

3. Completion of LA 499, Integrative Seminar in Liberal Arts (3 credit hours), with a grade of C or better.

4. Completion of 8 credit hours of open electives.

No minor in General Studies is offered.

Associate Degree

The candidate for the Associate Degree in General Studies must complete the following requirements:

1. Completion of 64 hours with a minimum grade point average of 2.0.

2. Completion of the final 18 hours at Avila College.

3. In addition to the general education requirements, the following requirements in the major must be completed:

15 credit hours from the Social and Behavioral Sciences or the Natural Sciences/Mathematics.

GENERAL STUDIES COURSES (LA).

LA 499. Seminar in Liberal Arts. (3)
An integrative seminar for General Studies majors designed to help the student integrate the perspectives gained in previous courses in the humanities, the social/behavioral sciences, and the natural sciences/mathematics. The seminar is also designed to promote competence in lifelong, self-directed learning. General Studies majors only. Senior status required.

Geography (GG)

No Major or Minor is offered.

GEOGRAPHY COURSES (GG).

GG 101. World Geography. (3)
An introductory survey of the major geographical regions of the world. Emphasis on the interaction between humans and their environment and on the contrasts between developed and less developed regions. No prerequisite. I, II.

German (GE)

No Major or Minor is offered.

GERMAN COURSES (GE)

GE 111, 112. German I, II. (3, 3)
Learning of structure, vocabulary, and pronunciation, with practice in listening, speaking, writing, and reading. Ability to communicate on an elementary level. Prerequisite: GE 111 or its equivalent, for GE 112. BAC.

GE 213, 214. German III, IV. (3, 3)
Continuation of the study of grammar and advanced structures such as relative pronouns, passive voice, and the subjunctive, future, future perfect, and past perfect tenses. Further practice in listening, speaking, writing, and reading, including short stories by contemporary authors. Prerequisite: GE 111 and 112 or their equivalent, for GE 213; and GE 213 or its equivalent, for GE 214. BAC.

Gerontological Studies (GS)

Gerontological Studies is a multidisciplinary program offering to a student a variety of programming and credit options which prepares students to work with the elderly in a variety of settings.

There is no major offered in Gerontological Studies. A student may major in Sociology with an emphasis in Social Gerontology. A minor can be earned in conjunction with a degree (e.g. Social Work, Public Administration, Psychology, Nursing, etc.) In addition, a continuing education certificate of participation can be awarded. This certificate can be pursued by non-degree seeking students.

Minor:
GS 302. (Sociology of Aging); GS 302. (Biological Processes and Aging); GS 302. (Psychology of Aging) plus 10 hours of other GS courses with one course in each area required.

Certificate:
A certificate will be awarded to a student who successfully completes 270 clock hours of C.E.U. credit at Avila College in gerontological studies with at least one course in each of four content areas.

Social Gerontology Emphasis: see Sociology Major.

Content Areas
Area I:
Biological and Health Aspects of Aging.
GS 302. Biological Processes and Aging. (2)
GS 302. Aging, Health and Illness. (1)
GS 302. Health Care and Aging. (1)
GS 302. Drugs and Drug Use Among Elderly. (1)
GS 302. Nutrition and Aging. (1)

Area II:
Social/Psychological/Humanistic Aspects of Aging.
GS 301. Women in Later Life. (1)
GS 302. Sociology of Aging. (3)
GS 302. Death and Dying (1)
GS 302. Ethical Issues of Aging. (1)
GS 302. Topics in Sociology of Aging. (1-7)
GS 302. Psychology of Aging. (3)
GS 302. Images of Aging in Film (1)
GS 302. Images of Aging in Literature (1)

Area III:
Public Policy Issues.
GS 302. Financing Long Term Care for Older Adults (2)
GS 302. Financial Status of Older Adults (1)
GS 302. Federal/State Programs for Older Adults (1)
GS 302. Crime and Aging. (1)

Area IV:
Direct Services to Aged and Service Delivery.
GS 302. Working with the Elderly. (1-6)
GS 302. Therapeutic Activities for Older Adults. (1-3)
GS 302. Long-Term Care Administration. (3)
All credit courses can be taken for C.E.U.

GERONTOLOGY COURSES (GS).

GS/SO/WS 301. Women in Later Life. (1)
Examines the effects of aging, biological and psychosocial, on women. Special emphasis on social status of aged women, economic security; employment, retirement, income maintenance. No prerequisite.

GS/BI 302. Biological Processes and Aging. (2)
The purpose of this course is to provide knowledge on the basic biological aspects of aging. Topics will include: developmental processes of aging; effects of aging on cardiovascular system; the brains of older people; age-related structural alterations in balance and hearing; effects on taste and smell; diseases and carcinogenesis among the aging. No prerequisite.

GS/PA 302. Long Term Care Administration. (3)
The primary objective of this course is to acquaint the participant with problems unique to the management of extended care facilities. Emphasis will be on practical design and development problems relating to the social, economic and legal dimensions of nursing home administration. No prerequisite.

GS/PA 302. Federal/State Programs for Older Adults (1)
An examination of federal and local social and financial programs available to the elderly. Topics include national health insurance, legal services, home health care, strategies for effecting legislative priorities. No prerequisite.

GS/PA 302. The Financial Status of Older Adults (1)
This course is a general overview of the financial status of older Americans. Of particular interest will be a comparison of the lifestyles of those older people with moderate high incomes with those who live below the poverty level. No prerequisite.

GS/PA 302. Financing Health Care for Older Adults (2)
Discussion of the various sources of funding for health care concerns of the elderly. Focus is on the public reimbursement schemes, for example, Medicare and Medicaid. Issues analyzed include: patients mixes in short and long term care facilities, shifting of costs from public monies patients to private-for-pay patients; federal and state regulations impact on financial relationships; and the role that multi-institutional management corporations play in

health care financial management. Public, not-for-profit, and for-profit facilities discussed. No prerequisite.

GS/CO 302. Images of Aging In Film. (1)
Portrayal of senior adults in film, with an investigation of the lifestyle and depiction of the aging process in film of the past 50 years. Screening of films and discussion of their effects on this segment of society. No prerequisite.

GS/PY 302. Psychology of Aging. (3)
Study of the psychological changes and adjustments necessitated by aging. Changes in cognition, role and personality reflecting advancing age. Presentation of current theories and research on aging. II.

GS/PL 302. Death and Dying. (1)
Skills and knowledge to help people participate as informed, reflective adults in those life passages that deal with their own mortality and that of their fellow human beings. No prerequisite.

GS/PL 302. Ethical Issues of Aging. (1)
Examines various ethical issues relating to aging in contemporary society. No prerequisite.

GS/EN 302. Images of Aging in Literature (1)
Deals with diverse attitudes and responses toward aging, as exemplified in novel, poem, drama, and essay. No prerequisite.

GS/SO 302. Crime and Aging. (1)
The relationship between age and vulnerability to crime, age and fear of crime, and age and criminal behavior. No prerequisite.

GS/SO 302. Sociology of Aging. (3)
Study of the sociological aspects of growing older to gain a better understanding of what aging is all about. Detailed look at social psychological problems associated with aging in American society. No prerequisite.

GS/AN 302. Aging in Other Cultures. (1-3)
A systematic examination of the variations in aging experienced throughout the world. Some topics which are examined include: the status of the aged, the aged and family life in various cultures, and the aged and work in different societies. No prerequisite.

GS/SO 302. Work and Retirement in Later Life. (1)
The course focuses on a major transition in later life, retirement. Among the topics covered are the history of retirement, the consequences of retirement for the individual, early retirement, mandatory retirement and the role of the retired person in American society. No prerequisite.

AGING AND HEALTH. (1-4).

GS/SO 302. Aging, Health and Illness. (1)
An examination of the relationship between social behavior and various diseases common among older people. Of particular interest will be topics such as stress, arthritis, diabetes, heart disease and cancer. No prerequisite.

GS/SO 302. Health Care and Aging. (1)
This course will review the sociological/demographic literature concerning the experiences of the older person in times of illness. Topics include illness behavior, patient-practitioner relations and various health care problems of the elderly. No prerequisites.

GS/SO 302. Drugs and Drug Usage Among the Elderly. (1)
This course examines the use and misuse of drugs in the elderly population with attention to age-related problems and their solution. The problems include drug-induced adverse reactions, non-compliance with a drug regimen, misinformation about drug therapy and abuse of prescription and nonprescription drugs. No prerequisites.

GS/BI 302. Nutrition and the Aged. (1)
This course examines the nutritional status of older adults. Special attention will be placed on age-related nutrition problems, their causes and their solutions. Some of the nutrition-related problems include financial constraints, loss of teeth and loss of smell and taste. No prerequisites.

AGING AND THE FAMILY. (1-3).

GS/SO 302. Relations with Relatives. (1)
This course will focus on a variety of relationships an older person can experience with relatives. Included in the course will be an examination of the relationship between parents and their older children, the experien-

ces of being a grandparent, and other relationships with relatives. No prerequisite.

GS/SO 302. Families in Later Life. (1)
An examination of various family and living arrangements experienced by the elderly, including marriage, divorce, widowhood and singlehood. Of special interest will be an examination of the consequences of each type of family life for the individual. No prerequisite.

GS/SO 302. Sexuality in Later Life. (1)
This course examines the role of sexuality in the lives of older people. Topics that will be discussed include the myths about sexuality in the later years, the actual sexual behavior of older people, and sexual problems encountered by the older person. No prerequisite.

GS/SO 302. Lifestyles and Housing of Older Adults. (1)
An examination of the dilemma of nursing home care vs. home living (when possible) for the aging parent. The process of nursing home selection will be included, as well as alternative care options. No prerequisite.

THERAPEUTIC ACTIVITIES FOR THE AGED. (1-3).

GS/AR 302. Therapeutic Uses of Art. (1)
This course examines the role of art in activity and treatment programs for the aged. Of particular emphasis will be various techniques to design effective programs for older people. No prerequisite.

GS/DA 302. Therapeutic Uses of Exercise and Movement. (1)
Examines the role of exercise and movement in activity and treatment programs for the aged. Of particular emphasis will be various techniques to design effective programs. No prerequisite.

GS/TR 302. Therapeutic Uses of Drama. (1)
This course examines the role of drama in the activity and treatment programs for the aged. Of particular emphasis will be various techniques to design effective programs for older people that incorporate drama therapy. No prerequisite.

WORKING WITH THE ELDERLY. (1-6)

GS/CO/SW 302. Communication with the Aged. (1)
Examines the aging process and the ability of individuals to adapt to it successfully from a communicative perspective. Included will be the examination of various relational life patterns as well as the impact of physical deterioration upon the ability to continue to communicate in daily life. No prerequisite.

GS/SW 302. Group Processes and Techniques. (1)
An examination of group work processes with the aged in various settings and with various types of groups (recreational, social and psychotherapeutic), including leadership skills and techniques. No prerequisite.

GS/SW 302. Counseling Older Adults and Families. (1)
A review of the basic intervention principles, skills, and techniques for improving the social functioning of the older adult. Emphasis will be placed upon the importance of including the family system in the provision of such services. Topics will include age-ism, sexual functioning, and the social and emotional effects of the aging process. No prerequisite.

GS/SW 302. Working with the Dying Client and Family. (1)
An examination of professional self-awareness and intervention skills and techniques unique to the provision of services to the dying client. Emphasis is placed on total communication within the family system. Topics include: death and the life-span, stages of reaction to death, the hospice, and supportive therapy. No prerequisite.

GS/SW 302. Abuse and Neglect of the Aged. (1)
An examination of the nature and extent of aged abuse and neglect, provision of services to and techniques for working with the abused and their families, and the legal safeguards for the aged. No prerequisite.

GS/SW 302. Advocacy for the Aged. (1)
An examination of the needs for advocacy for the aged; targets of advocacy, the process of advocacy; and a review of successful advocacy on the local, state, and national levels. No prerequisite.

Health (HE)

No Major or Minor offered.

HEALTH COURSES (HE)

HE 111. Nutrition. (2)
Basic principles of nutrition and the application of these principles to nutritional requirements of the infant, pre-school child, adolescent, and adult. II.

HE/BI 124. Medical Terminology I. (2)
A study of the terminology of diseases, operative reports, pathology, surgical instruments, diagnostic tests, drug groups, and abbreviations, with emphasis on word analysis and definitions. This course may not be counted toward a major or minor in Biology. 2 hours lecture per week. Recommended prerequisite BI 115 or 120. II.

History (HI)

The history program includes courses in American, European and non-Western history and emphasizes the basic skills of historical research. A major in history prepares students for graduate studies, law school, teaching in secondary school, positions in information management/library science, and many other career opportunities.

Candidates for the Bachelor of Arts degree in History must complete all the general degree requirements as stated in the college catalog. Senior history majors are required to pass either a departmental comprehensive examination or the Graduate Record Examination in history.

History majors become acquainted with computer-related aspects of research in their field in HI 498 and demonstrate computer competency in HI 498 and 499.

Major:
The following history courses must be completed for the major: HI 101; 102; 321 or 322; 323 or 324; 325 or 326; 351 or 352; 354; 355 or 356; 498; 499 and 6 hours of history electives. No more than 3 hours of intensive weekend courses may be counted for elective credit.

Minor:
18 semester hours of which six must be in upper-division American history and six in upper-division European or world history.

It is possible to earn up to 30 semester hours of credit through testing and experiential credit. No credit earned in this manner may be used to satisfy the 30 hour residency rule at Avila College.

Social Studies Education
A program in Social Studies Education, 7-9 and 7-12 certification, approved by the State of Missouri, is offered. Kansas certification requirements may be completed concurrently. See Education section.

HISTORY COURSES (HI)

HI 101. Western Civilization I. (3)
An introduction to the study of history which provides a basis for a better understanding of American society by looking at its roots in Western Civilization. Those civilizations and eras which have contributed most in art, government, religion and social structure are stressed. No prerequisite. I. BAC.

HI 102. Western Civilization II. (3)
An introduction to selected aspects of modern European history. Europe's influence on America and interaction with other world areas are stressed. No prerequisite. II. BAC.

HI 121. American History I. (3)
A survey of American development from the initial European colonization through the Civil War. No prerequisite. I.

HI 122. American History II. (3)
A survey of United States history from Reconstruction of the South after the Civil War to the present. Topics include minorities, reform movements, and international affairs. No prerequisite. II.

HI 210. American Studies. (3)
An approach to American history through literature and the arts, film, music, and popular culture. No prerequisite.

HI 221. Kansas City History. (1-3)
The development of Kansas City is traced from the early frontier experience through the stages of urbanization and modernization to the present. Emphasis is on cultural heritage, contributions of ethnic minorities, and relationships between local and national history. No prerequisite. Alternate years.

HI 222. Missouri History. (1-3)
The development of Missouri is traced from the earliest settlements of French, Spanish and American pioneers through the attainment of statehood, its role as gateway during the westward movement, the border conflicts of the Civil War, and the urban and industrial growth of the recent past. Social, political and cultural aspects are included. No prerequisite. Alternate years.

HI 223. Kansas City Museums/ Landmarks. (1-3)
Selected aspects of Kansas City history are examined in the context of particular museums and architectural landmarks. No prerequisite. Alternate years.

HI 251. History and the Arts. (1-3)
Study of selected periods in Western history from ancient Greece to the twentieth century with emphasis on the relationships between historical trends and various forms of artistic expression. No prerequisite. Alternate years.

HI 280. Topics in History. (1-3)
Study of a specific period, personality or theme, selected on the basis of student/faculty interest and current trends and needs. No prerequisite. Alternate years.

HI/WS 301. Topics in Women's History. (1-3)
Covers the development of the image of women in world and American history and the feminist movement in recent European and American history. No prerequisite.

HI 304. History Study Tour. (1-3)
On-site study of a region in the United States or foreign country. Preliminary lectures and readings prepare students for the off-campus experience, and an individual research project is required. Prerequisite: approval of instructor.

HI 321. The American Revolution. (3)
Study of the social and religious history of colonial America, the background and course of the revolution, and its immediate results. No prerequisite. Alternate years.

HI 322. The Age of Washington, Jefferson and Jackson. (3)
History of the new nation from the writing of the Constitution to 1850, with emphasis on the interplay between political/economic change and specific American values such as individualism, property and liberty. No prerequisite. Alternate years.

HI 323. The Civil War. (3)
Study of the causes underlying the outbreak of conflict between North and South, the formation of the Confederacy, the war years, reconstruction, and effects of the conflict on American life and thought. Emphasis on historiography. No prerequisite. Alternate years.

HI 324. The Gilded Age. (3)
Study of the U.S. from 1877 to 1914, showing how industrialization, farm crises, and the closing of the frontier shaped American life. Various topics—winning the West, Indian policies, immigration, the cities, robber barons, segregation in the South, reform movements—are integrated around the theme of how the U.S. came to terms with the modern age. No prerequisite. Alternate years.

HI 325. America from 1914 to 1945. (3)
Study of the period in which the U.S. grew to be the most powerful and richest nation on earth. How that happened, what the role of war and politics was in the process, and how people's lives changed is the subject of this course. No prerequisite. Alternate years.

HI 326. America since 1945. (3)
Study of the United States since World War II. Topics include the Cold War, Vietnam, the Great Society, Watergate and its aftermath, and the Reagan presidency. No prerequisite. Alternate years.

HI 341. U.S. Foreign Policy since 1789. (3)
Examination of the history of U.S. foreign policy in the light of professed American ideals of freedom, to see if foreign relations

conformed to these principles. Topics include the influence of domestic needs on foreign policy, the isolation/internationalist argument, and the connection between 19th century manifest destiny and 20th century imperialist tendencies. No prerequisite. Alternate years.

HI 351. The Renaissance. (3)
A study of western Europe from the 14th through the 16th century emphasizing the relationships among the arts, economics, politics and religion. Topics include Renaissance art, Christian humanism, the Protestant Reformation, and the Catholic reform and reaction. No prerequisites. Alternate years.

HI 352. Early Modern Europe to 1789. (3)
Study of the early modernization of Europe. Topics include the wars of religion, absolutism, the growth of trade and exploration, mercantilism, international warfare, the scientific revolution, and the Enlightenment. No prerequisite. Alternate years.

HI 354. Europe in the Nineteenth Century. (3)
A study of major trends in the 19th century including the industrial revolution and its social impact, liberalism, nationalism, socialism, imperialism, international rivalries and creative developments in literature and the arts. No prerequisite. Alternate years.

HI 355. Europe in the Twentieth Century. (3)
Study of Europe's decline from world dominance through two self-destructive World Wars, and its revival in the postwar period. Topics also include the rise and decline of the Cold War and the impact of Europe on the non-Western world. No prerequisite. Alternate years.

HI 356. Hitler and Nazi Germany. (3)
The history of Germany from the end of World War I until 1945. Emphasis on the reasons for Nazism, Hitler's goals and policies as Fuehrer, foreign policy and the holocaust. No prerequisite. Alternate years.

HI 358. Great Ideas in History. (3)
Study of ideas that have helped shape European history since the Renaissance, based on reading from thinkers such as Machiavelli, Locke, Rousseau, Adam Smith, Marx, Darwin, Freud, Sartre, and others. No prerequisite. Alternate years.

HI 361. Modern Russia. (3)
Russia in the nineteenth and twentieth centuries. The growth of revolutionary thought and action, the Revolutions of 1905 and 1917, and the establishment and development of the Soviet regime. No prerequisite. Alternate years.

HI 362. Modern China and Japan. (3)
Survey of traditional China and Japan; forces for modernization in the nineteenth century; political, economic and cultural aspects of the twentieth century. No prerequisite. Alternate years.

HI 363. Modern India. (3)
A survey of modern developments in India with emphasis on the cultural background, political and social developments, and the impact of the West. No prerequisite.

HI 380. Topics in History. (3)
Study of a specific period, personality or theme, selected on the basis of student/faculty interest and current trends and needs. No prerequisite. Alternate years.

HI 490. Independent Study in History. (1-3)
Directed study of a particular period or topic. Restricted to majors in history.

HI 496. Internship in History. (1-3)
Participation in the activities of a historical agency or in a public history research project, under supervision of a faculty member or supervisor designated by the faculty. Prerequisite: consent of advisor. Restricted to history majors.

HI 498. History Research. (1)
Directed research using primary sources. The course is an introduction to the basic skills of historical research and a prerequisite for HI 499. Prerequisite: 12 hours of history and consent of instructor. I, II.

HI 499. Senior Thesis. (2)
Directed study of a selected topic in history and completion of a substantial research and writing project. Restricted to majors in history. Prerequisite: HI 498. I, II.

Italian (IT)

No Major or Minor is offered.

ITALIAN COURSES (IT)

IT 111, 112. Italian I, II. (3, 3)
Introduction to the language: importance of vowels, syllabication; parts of speech, phrases, sentences; reading of selected paragraphs; appreciation of the culture. Foundation of grammar skills, readings, culture, and history. Prerequisite: IT 111, or its equivalent, for IT 112. BAC.

Legal Studies (LG)

The degree requirements for the Bachelor of Science in Business Administration with a major in Legal Assistant are listed under Business Administration (BU), page 78.

A legal assistant is a person, qualified through education, training or work experience, who is employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under ultimate direction and supervision of an attorney, of specifically-delegated substantive legal work, which work for the most part, requires a sufficient knowledge of legal concepts that, absent such assistant, the attorney would perform the task.

This program provides the student with the advantage of pursuing a career-oriented major in the legal assistant field while maintaining the employment flexibility offered by completing the common body of business knowledge.

The curriculum is designed to teach the fundamental skills and knowledge necessary to function as a paraprofessional in the legal field and to provide an understanding of the professional and ethical responsibilities of the legal assistant.

LEGAL STUDIES COURSES (LG)

LG 100. Introduction to Legal Assistant Studies. (3)
Introduction to the law, the legal assistant profession and the ethical role of legal assistants and attorneys in legal processes and procedures. I.

LG/PS 232. Introduction to Legal Research and Writing. (3)
A hands-on experience with legal research sources, procedures, and writing style. II.

LG 340. Formation and Structure of Business Entities. (3)
A study of the statutes and cases controlling the operation of sole proprietorships, partnerships, and corporations. I even years.

LG 345. Introduction to Litigation. (3)
The study of civil litigation processes, procedures, and rules of evidence. I odd years.

LG 350. Wills, Trusts, and Estates. (3)
The study of the processes and rules used in drafting wills, trusts, and administering estates. I.

LG 430. Family Law. (3)
The study of the Law of Marriage, Annulment, Dissolution, Adoption, Paternity, Prenuptial Agreements, Child Abuse, Domestic Violence, Child Custody and Support and the role Legal Assistants play in the practice of Family Law. II.

LG 440. Real Estate Law. (3)
A study of the legal concerns and documents involved in the transfer of real estate. II odd years.

LG 445. Litigation II. (3)
Study of the preparation of civil pleadings, motions, discovery, and trial evidence. Prerequisite: LG 345. II even years.

LG 480. Legal Assistant Special Topics. (1-3)
Selected topics to be determined at the discretion of the department. I, II.

LG 495. Legal Assistant Internship. (1-6)
The internship involves working as a paralegal in a law firm or other legal setting. 50 contact hours per one hour of credit. Credit/No Credit. Maximum Credit of 6 hours for any one student. I, II, S.

Mathematics (MA)

The candidate for the Bachelor of Arts degree in Mathematics must complete all general degree requirements as stated on page 57.

Completion of all Natural Science, Computer Science, and Mathematics courses with a grade of "C" or better.

Computer competency will be demonstrated by successful completion of CS 150 and 160. The following courses in the Mathematics major must be completed.

Major Requirements:
MA 210, 225, 235, 330. Eighteen (18) hours in upper-division mathematics including MA 310, 320, 370 and 499, with additional required hours to be chosen with the approval of the major advisor. CS 150 and 160 and ten (10) supplementary hours in physics and/or a minor in a related field are required. As a partial fulfillment of the academic requirements for a degree in mathematics, each student takes a comprehensive and the Graduate Record Examination in mathematics.

Mathematics Minor:
MA 210, 225, 235, 320 and 370.

Math Placement
In order to ensure that students are registered for the most appropriate class, all students planning to register for MA 101, 120 or 121 must take a mathematics placement examination.

Mathematics Education
A program in Mathematics Education, 7-9, 7-12, certification approved by the State of Missouri, is offered. Kansas certification requirements may be completed concurrently. See Education Section.

Mathematics/Computer Science Major
See Computer Science Section

MATHEMATICS COURSES (MA)

MA 101. Algebra Concepts. (3)
Development of fundamentals of algebra including equations, inequalities, systems of linear equations, factoring of polynomials, exponents, radical expressions and quadratic equations. (This course does not satisfy the core requirement for mathematics but may be applied toward a degree.) I, II.

MA 112. Fundamental Concepts of Mathematics. (3)
Elementary set theory, numeration systems, sets of numbers and their structures, introductory algebra, and modern logic with emphasis on valid statements and arguments. I, II. BAC.

MA 120. College Algebra. (3)
Numbers and their properties, exponents, polynomials, equations and inequalities, functions and their graphs (linear, quadratic, inverse, exponential and logarithmic functions), determinants and introduction to matrices. Prerequisite: MA 101 with a minimum grade of "C" or appropriate placement score. I, II, S. BAC.

MA 121. Trigonometry. (3)
Trigonometric functions, identities and equations; inverse trigonometric functions; applications including solution of the general triangle, polar representation of complex numbers, powers and roots of complex numbers; introduction to vectors; algebraic topics. Prerequisite: MA 120 or equivalent. II. BAC.

MA 155. Elementary Probability and Statistics. (3)
Introduction to basic principles of statistics; probability involving sampling, predictions and correlations; applications. For non-mathematics majors. I, II, S. BAC.

MA 170. Business Calculus. (3)
An introductory calculus course concentrating on the concepts of limits, derivatives and integrals with an emphasis on business limits, derivatives and integrals with an emphasis on business applications. MA 170 cannot be used as a substitute for MA 210 and is only for non-mathematics majors. Prerequisites: MA 120, AC 202 or equivalents.

MA 210. Calculus and Analytic Geometry I. (5)
Inequalities, introduction to analytic geometry for first and second degree equations; functions and their graphs, limits of functions, continuous functions; slope and rate of change, derivatives, differentiation of algebraic functions, applica-

tions of the derivative, and theory of indefinite and definite integral. Prerequisites: MA 120 and 121 or college preparatory mathematics including trigonometry. I. BAC.

MA 225. Calculus and Analytic Geometry II. (5)
Applications of integration; inverse functions; logarithmic, exponential, trigonometric, hyperbolic functions and methods of differentiation and integration of these functions; techniques of integration; the conics; polar coordinates; indeterminate forms, improper integrals. Prerequisite: MA 210. II.

MA 235. Calculus and Analytic Geometry III. (4)
Infinite series, vectors in the plane; vectors in three-dimensional space; vector functions and vector differentiation; differential calculus of functions of two or more variables; multiple integration. Prerequisite: MA 225. I.

MA 305. Geometry for Elementary Teachers. (3)
Development of non-metric geometry of the plane and space; measurement of lengths and angles; simple closed curves and congruent and similar figures. These topics are treated with particular attention to the needs of elementary teachers. Prerequisite: MA 112 or equivalent course. I.

MA 306. Methods in Mathematics for Elementary Teachers. (3)
Basic concepts and number processes with emphasis on mathematical concepts and teaching methods appropriate to the needs of the elementary school child. Prerequisite: MA 112 or equivalent course. II.

MA 310. Differential Equations. (3)
Solutions of equations of order one and degree one, orthogonal trajectories, hyperbolic functions, linear differential equations, non-homogeneous equations, inverse differential operators, Laplace transforms, inverse transforms, equations of order one and higher degree; applications. Prerequisite: MA 235. II. Odd years.

MA 320. Linear Algebra. (3)
Vector spaces, systems of linear equations, matrices, and determinants. Prerequisites: MA 225 or consent of instructor. II. Even years.

MA 330. History of Mathematics. (2)
Chronological presentation of mathematics from primitive times through the beginning of calculus with related problem studies. Prerequisite: MA 225 or consent of instructor. II. Odd years.

MA 340. Modern Geometry. (3-4)
Sensed magnitudes, theorems of Menelaus and Ceva, cross ratio, harmonic division, modern elementary geometry of the circle, transformations, isometries, similarities, inversion and introductory topics in non-Euclidean and projective geometries. Prerequisite: MA 225 or consent of instructor. I. Odd years.

MA 350. Introduction to Theory of Numbers. (3)
Euclidean algorithm and its consequences, congruencies, continued fractions. Diophantine equations and Gaussian integers. Prerequisite: MA 225 or consent of instructor.

MA 360, 361. Mathematical Statistics I, II. (3, 3)
A two semester course treating probability and statistical concepts, theory and applications. Topics covered include organization and analysis of data, random variables, distribution functions, sampling theory, the central limit theorem, theories of estimation and the testing of hypotheses, correlation and prediction, ANOVA, and decision theory. Prerequisites: MA 225 and one programming course. I, II. Odd years.

MA 370. Introduction to Modern Abstract Algebra. (3)
Elementary theory of rings, integral domains, fields; Groups; Homomorphisms and Isomorphisms; Cosets and Lagranges Theorem. Prerequisite: MA 225 or consent of instructor. I. Even years.

MA 499. Mathematics Seminar. (3)
Selected topics. (Restricted to mathematics majors of senior standing.)

Medical Technology (MT)

Bachelor of Science Degree in Medical Technology
Avila College and Saint Joseph Health Center

cooperatively offer a four-year integrated program leading to the Bachelor of Science Degree in Medical Technology. Student's transcripts and records are reviewed by program officials following the sophomore year. Those who have successfully completed the academic and non-academic requirements are notified of approval of the major and admission to the third academic year and fourth clinical year of the program.

Computer competency will be demonstrated by successful completion of the senior clinical year. The candidate for the Bachelor of Science in Medical Technology degree must meet the following requirements:

A. Criteria for Approval of the Medical Technology Major

1. Completion of pre-medical technology courses with a grade of "C" or better in each required pre-medical technology course. Pre-medical technology courses may be repeated only once to improve a grade. A minimum acceptable G.P.A. for these courses is 2.5.

2. Completion of at least 64 hours of college course work with a cumulative G.P.A. of 2.0 on a 4.0 scale

3. Submission of statement of career goals to the Education Program Director.

4. The international student will be required to pass the Michigan Test (administered at Avila) with a score of 90 and the Test of English as a Foreign Language (TOEFL) with a score of 560, prior to major approval. A student who does not pass these exams may repeat each exam a maximum of two times before major approval is denied.

5. Demonstrate the ability to meet all technical standards of performance in educational and clinical activities within the clinical laboratory in such a way that will not endanger themselves or others.

   a. Completed data sheet and health history for review by the Medical Director.

   b. Completed pre-clinical laboratory evaluation forms for selected CH and BI courses. The average score on each evaluation must be 75% or acceptable.

6. Approval of the major in writing from the Medical Technology Program Director before entering the junior year. Transfer students, who have completed the required prerequisites for entry into junior courses will receive approval of the major after successful completion of one semester (with at least 2 upper division BI or CH courses) at Avila College. If there are more than six students that have applied for the senior clinical then the top six students will be selected based upon their college grade point average and their laboratory performance reference. Qualified students who are not selected for the clinical year will be placed on a waiting list.

B. Criteria for Completion of the Bachelor of Science in Medical Technology Degree

1. Completion of at least 128 semester hours of academic work with a minimum grade point average of 2.0.

2. Maintain a grade of "C" or pass in all campus Medical Technology required courses. A course may be repeated once to improve the grade earned. Maintain a G.P.A. of at least 2.5 in all pre-clinical Science, Math, and Medical Technology courses.

3. Maintain a minimum grade of "C" or pass in each Medical Technology course during the senior clinical year. A single course may be repeated one time during the next clinical year providing space is available. Permission of the clinical faculty and program officials is required prior to enrollment in the course to be repeated. A student who achieves less than a "C" in two courses during the clinical year may not progress and is dismissed from the major. Request for readmission to the clinical year must be submitted in writing to the Program Director. Approval or disapproval of this request will be based on space available in the clinical courses and the decision of a committee of clinical faculty and program officials. If approval

is granted, the entire clinical year must be repeated. Deadline for consideration for readmission to fall semester is March 15.

4. The MT student will have a four year time frame in which to complete the program. The time frame begins with enrollment in any junior level MT campus course.

5. Students who have been out of the Medical Technology Major for more than a calendar year must meet the criteria for admission and graduation in effect at the time of readmission to the Medical Technology Major. Deadline for application for readmission to the major and the next clinical year is March 15.

6. Demonstrate the ability to meet all technical standards of performance in educational and clinical activities within the clinical laboratory in such a way that will not endanger themselves or others.

   a. Completed data sheets, health history, physical examination, laboratory tests and immunizations required by the clinical affiliate before entering the clinical year.

   b. Completed pre-clinical evaluation forms for selected upper-division MT, CH and/or BI campus courses. An average of 75% or better must be achieved on each evaluation.

   c. Maintain a 75% or acceptable rating on each clinical course bench performance/professional evaluation form.

7. Complete all degree requirements, except the 33 hours of clinical experience prior to the beginning of the senior clinical year.

8. Completion of the final 33 hours of the senior year while enrolled at Avila College.

9. Achieve a satisfactory score on the Medical Technology Senior Comprehensive.

10. Completion of the following requirements:
    Medical Technology
    Pre-Medical Technology Requirements
    Freshmen Seminar: FS 101 Writing: EN 111 or 112 (3 hours)
    Speech: CO 110 (3 hours)
    Mathematics: MA 120, 121, or 210 (3-5 hours meets core); MA 155 (3 hours) meets degree requirement
    Literature: (3 hours)
    Western Civilization: (3 hours)
    Philosophy and Theology: (9 hours in two areas) PL 255 Ethics and PL 113 Logic recommended
    Art, Music or Theater: (3 hours)
    Foreign Language: (6 hours)
    Natural Science: (7 hours) met by major requirements
    Social Science: (9 hours in three areas)

    Major Requirements:
    BI 220, 250, 320, 321, 322, 323, 325 and 350. Human Physiology: 3 to 4 credit hours. CH 131 or 133, 135 or 216 and 217, 221, 321 and 341. PH 117 or 231 and 232. MT 401 through 413. One CS course of at least 3 credit hours is recommended.

Total hours required for degree: 131.

No minor is offered.

Students must provide their own transportation to the clinical affiliates when enrolled in senior clinical courses.

Students completing all MT, Biology and Chemistry requirements are automatically eligible for a Microbiology and Chemistry minor.

Bachelor of Science Degree Medical Technology/Biology Double Major (5 year program)

A student may choose to major in Biology and Medical Technology in a five year program. The first four years will be spent on campus completing requirements for the Medical Technology and Biology majors. The fifth year the student will enroll in MT 401-413. Upon completion of the clinical courses, the student will receive the Bachelor of Science degrees in Medical Technology and Biology. The following requirements must be met:

Core Requirements:
Freshman Seminar: FS 101
Writing: EN 111 or 112 (3 hours)
Speech: CO 110 (3 hours)

Mathematics: MA 155 and MA 210 (3 hours required for core)
Literature: (3 hours)
Western Civilization: (3 hours)
Philosophy and Theology: (9 hours in two areas)
Art, Music or Theater: (3 hours)
Foreign Language: (6 hours)
Natural Science: (7 hours) met by major requirements
Social Science: (9 hours in three areas)

Major Requirements:
PH 231 and 232.
CH 131 (or 133) and 137.
CH 216, 217, 221 and 321.
MT 401 through 413.
BI 111, 112, 212, 213, 220, 221, 250, 310, 311, 320, 321, 322, 323, 325, 341, 350, 390, 498, 499.

Bachelor of Science Degree in Medical Technology/Chemistry Double Major (5 year program)

A student may choose to major in Chemistry and Medical Technology in a five year program. The first four years will be spent on campus completing academic requirements for a double major. The fifth year the student will enroll in the MT 401-413 clinical courses. Upon completion of the following requirements, the double major will be awarded.

Core Requirements:
Freshman Seminar: FS 101
Writing: EN 111 or 112 (3 hours)
Speech: CO 110 (3 hours)
Mathematics: MA 155, 210, 225 and either MA 235, 320 or 360.
Literature: (3 hours)
Western Civilization: (3 hours)
Philosophy and Theology: (9 hours in two areas)
Art, Music or Theater: (3 hours)
Foreign Language: (6 hours)
Natural Science: (7 hours) met by major requirements
Social Science: (9 hours in three areas)

Major Requirements:
CS Two courses from the following list: CS 110, 120, 150, 160, 320 and 325. PH 231 and 232.
MT 401 through 413.
BI 220, 250, 320, 321, 322, 323, 325 and 350.
Human Physiology: 3 to 4 credit hours.
CH 131 or 133, 137, 216, 217, 221, 321, 341, 451, 452, 453, and 454 plus a minimum of two hours of chemistry courses in the 300 or 400 series, at least one of which must be CH 498.

MEDICAL TECHNOLOGY COURSES (MT)

MT 380. Special Topics in Clinical Laboratory Science. (1-3)
A course designed to deal with a topic or area in clinical laboratory science which is not available in the regular course offerings. Topics and instructor to be listed in the semester course schedule. Prerequisite: Consent of instructor.

MT 401. Phlebotomy and Pathologic Anatomy. (1)
Principles, theory and techniques used in the area of blood collection. Students have the option to observe pathologic anatomy dissection. Twelve hours lecture and 45 hours clinical experience arranged throughout the semester. Prerequisite: Consent of Medical Technology Program Director.

MT 402. Clinical Laboratory Statistics and QC. (1)
This course presents statistical tests as applied to the clinical laboratory and quality control. In addition, students will perform and interpret the basic QC and preventive maintenance requirements. Forty hours per week for two weeks. Prerequisite: Consent of instructor.

MT 402. Method Development and Evaluation. (1)
Students will evaluate the accuracy and precision of the procedure performed. Forty hours per week for two weeks. Prerequisite: Consent of instructor.

MT 403. Clinical Chemistry. (5)
Principles, theories, and techniques used in the study of human biochemistry and performance of analyses of body fluids. Forty hours per week for nine weeks. Prerequisite: Consent of Medical Technology Program Director.

MT 404. Clinical Microbiology. (6)
Protocols for the isolation, cultivation, and identification of pathogenic microorganisms.

Techniques of distinguishing the indigenous microflora from those responsible for a pathological condition, drug susceptibility testing, specimen collection, safety precautions, surveillance, and quality control. Forty hours per week for ten weeks. Prerequisite: Consent of Medical Technology Program Director.

MT 405. Clinical Hematology. (4)
Principles, theories and analytical techniques of the hemopoietic system. Forty hours per week for six weeks. Prerequisite: Consent of Medical Technology Program Director.

MT 406. Diagnostic Immunology. (3)
Principles and techniques of immunological analysis used in the diagnosis of disease. Fluorescent microscopy and immunoassay procedures are implemented. Forty hours per week for four weeks. Prerequisite: Consent of Medical Technology Program Director.

MT 407. Immunohematology I. (3)
Principles, theories, and techniques of blood transfusions. Forty hours per week for four weeks. Prerequisite: Consent of Medical Technology Program Director.

MT 408. Hemostasis. (2)
Principles, theories, and analytical techniques used in hemostasis and the coagulation phase of the hemopoietic system. Forty hours per week for three weeks. Prerequisite: Consent of Medical Technology Program Director.

MT 409. Urinalysis. (1)
Principles, theories and techniques used in the analysis of the function of the kidney and its products. Forty hours per week for two weeks. Prerequisite: Consent of Medical Technology Program Director.

MT 410. Immunohematology II. (1)
Principles, theories and techniques of blood transfusions at Community Blood Center. Forty hours per week for two weeks. Prerequisite: Consent of Medical Technology Program Director.

MT 411. Medical Technology Seminar I. (1)
Final Senior Comprehensive Written Examination and a review over quality control and principles, theories, and techniques of all aspects of the clinical laboratory. Prerequisite: Consent of Medical Technology Program Director.

MT 412, 413. Medical Technology Seminar II, III. (2,2)
This course presents and correlates clinical theories, principles, and analyses of case studies in a didactic setting including lecture/discussion sessions, city-wide seminars, and pathology conferences. The following areas will be covered: clinical chemistry, education, hematology, hemostasis, immunohematology, immunology, microbiology, management, safety, urinalysis, and special topics. The second section will include the Final Discipline Examinations and the State Examination. Prerequisite: Consent of Medical Technology Program Director.

MT 485. Specialty Practicum in Clinical Laboratory Science. (1-3)
An individualized course to allow laboratory professionals, who are non-MT majors, to gain additional information and skills in selected areas of practice in clinical laboratory science. The student will arrange to work in a laboratory setting involved in the area of emphasis. Under supervision of an approved laboratory professional, the student will complete the approved number of clock hours and predetermined tasks required for the desired credit. This course may be repeated in different areas for a total of 9 hours credit. Prerequisite: Consent of Medical Technology Program Director and a Laboratory Supervisor.

MT 487. Advanced Practicum in Clinical Laboratory Science. (1-3)
Experience in a laboratory setting to gain information and skills at the advanced level of Medical Technology. The student will arrange to work in a laboratory focusing on one of the following areas: Quality Control, Research and Development, Supervision and Management, or Education. Under supervision of an approved laboratory professional, the student will complete the approved number of clock hours and predetermined tasks required for the desired credit. This course may be repeated in different areas for a total of 6 hours credit. Prerequisite: Consent of Medical Technology Program Director and a Laboratory Supervisor.

Music (MU)

Degrees Offered:

Bachelor of Arts (B.A.)
Major: Music

Bachelor of Music (B.M.)
Majors: Music Education, Piano, Voice

Bachelor of Fine Arts (B.F.A.)
Major: Musical Theater

Degree Requirements

Computer competency will be demonstrated by successful completion of CS 110 - Understanding Computers, or its equivalent.

Bachelor of Arts Degree
The candidate for the Bachelor of Arts in Music must complete all the general degree requirements as stated on page 57.

Major:
MU 151 (8 hours), 271, 272, 373, 374, 377, 383, 384; 8 hours in applied music; 5 hours in upper-division music electives.

Minor:
MU 151 (4 hours), 271, 272, 373, 4 hours in applied music; 5 hours in upper-division music electives.

Bachelor of Music Degree
The candidate for the Bachelor of Music must complete all the general degree requirements as stated on page 57.

In addition, the following must be met:

- Music Education majors must complete 146 semester hours.
- Completion of 65 hours in the Music Education major and 77 hours in the Piano or Voice major.
- Successful completion of two (2) recitals for Piano and Voice majors and a comprehensive examination for Music Education majors.

Major:

Music Education:
A program in Music Education, K-9 and K-12 certification, approved by the State of Missouri, is offered. Kansas certification completed concurrently. See Education section.

MU 151 (8 hours), 271, 272, 373, 374; 305, 357, 375, 377, 383, 384, 391, 477; piano, 6 hours; voice, 12 hours.

Piano:

MU 151 (8 hours), 271, 272, 373, 374; 107, 108, 283, 331, 332, 383, 384, 391, 398, 431, 432, 457, 459, 487, 498; piano, 16 hours.

Voice:

MU 151 (8 hours), 271, 272, 373, 374; 283, 291, 293, 295, 383, 384, 391, 398, 477, 479, 487, 498; piano, 4 hours; voice, 16 hours.

Minor:
No minors are offered in Music Education, Piano, Voice.

Bachelor of Fine Arts degree
The candidate for the Bachelor of Fine Arts in Musical Theater must complete all the general degree requirements as stated on page 57.

In addition, the following must be met:

- After the completion of 14 semester hours (6-theater; 6-music; 2-dance), the candidate must submit to the Theater Board a written request for B.F.A. candidacy.
- Grades of F are not permissible in B.F.A. major courses.
- Completion of at least 24 upper-division hours in the major at Avila.
- Completion of a total of 82 semester hours in the major.
- A maximum of 75 hours in any single subject is allowed.
- Musical Theater majors must complete 142 academic semester hours.

Major:

Musical Theater

Dance — 11 hours
DA 115 (2 hours), 216 (2 hours), 241, 351 (4 hours).

Music - 34 hours
MU 151 (8 hours), 271, 272; 115, 116; 111, 112, 211, 212, 311, 312, 411, 412; 110, 287, 353 (4 hours).

Theater — 38 hours
TR 211, 221 or 225, 227, 271, 272, 281, 323, 324, 377, 378, 413, 471, 472.

English — 3 hours
EN 371

Minor:
No minor is offered.

MUSIC COURSES (MU)

MU 103. Music Fundamentals. (1)
Introduction to the basic elements of music — note-reading, rhythm, and theory. Recommended as preparation for students with little or no music background. No prerequisite.

MU 107, 108. Introduction to Voice I, II. (1,1)
Primarily for beginners who desire a knowledge of the technique of singing for voice improvement. No prerequisite.

MU 110. Music Appreciation. (3)
Survey of materials, forms, styles, and contexts to develop a broad understanding of Western classical music. Overview of Western music from the Middle Ages through the 20th Century. No prerequisite. BAC.

MU 111, 112, 211, 212. Voice. (1-2) (each semester)
Technique of singing and its application to individual students. Repertoire as appropriate from standard and contemporary works in English, Italian, German, and French.

MU 115, 116, 215, 216. Piano. (1-2) (each semester)
Bach, two and three-part inventions or equivalent; Haydn and Mozart sonatas; Romantic and Contemporary pieces.

MU 119. Beginning Guitar Class. (1)
Class in beginning guitar technique. Rhythm playing, single-string technique and introduction to classical literature.

MU 121, 122, 221, 222. Organ. (1-2) (each semester)
Pedal studies; Bach; choral preludes; contemporary liturgical pieces.

MU 125, 126, 225, 226. Classical Guitar. (1-2) (each semester)
Elements of classical guitar and study of literature according to the level of the student.

MU 131, 132, 231, 232. Woodwinds. (1-2) (each semester)
Private lessons

MU 135, 136, 235, 236. Brass. (1-2) (each semester)
Private lessons

MU 141, 142, 241, 242. Strings. (1-2) (each semester)
Private lessons

MU 145, 146, 245, 246. Percussion. (1-2) (each semester)
Private lessons

MU 151. College Choir. (1)
Preparation for and participation in public performances of sacred and secular choral music. May be repeated for credit. No prerequisite.

MU 220. Intermediate Guitar Class. (1)
More advanced technique and study of more advanced classical literature. Prerequisite: MU 119.

MU 255. Instrumental Ensemble. (1)
Instrumental group designed for the enjoyment of ensemble performance. High school band or orchestra experience recommended. May be repeated for credit. No prerequisite.

MU 271, 272, 373, 374. Music Theory I, II, III, IV. (4, 4, 4, 4)
Correlation of written and keyboard harmony, sight singing, and ear training. Lab component required. Prerequisite: MU 103, or permission of instructor.

MU 281. Classical Gold (Romanticism). (3)
Study of music from the death of J.S. Bach to the beginning of World War I, with masterworks recognized as Classic and Romantic styles. No prerequisite. BAC.

MU 283. History of 20th-Century Music. (3)
Survey of the beginnings, history, and importance of 20th-century Western classical music, with an overview of American styles and jazz. No prerequisite. BAC.

MU 285. History of American Jazz. (3)
Survey of American jazz from its beginnings up to the present, emphasizing materials, forms, and styles. No prerequisite. BAC.

MU 287. History of American Musical Theater. (3)
Survey of the growth and development of American musical theater from its beginnings in the 17th century. Emphasis on the integration of drama, music, dance, and design. No prerequisite. BAC.

MU 291. Italian Diction. (2)
Study of the sounds and intonation of Italian as pertinent to lyric diction. Use of the International Phonetic Alphabet in developing and reading phonetic transcriptions of song texts.

MU 293. German Diction. (2)
Study of the sounds and intonation of German as pertinent to lyric diction. Use of the International Phonetic Alphabet in developing and reading phonetic transcriptions of song texts.

MU 295. French Diction. (2)
Study of the sounds and intonation of French as pertinent to lyric diction. Use of the International Phonetic Alphabet in developing and reading phonetic transcription of song texts.

MU 305. Music for the Elementary School. (2)
Procedures and techniques for teaching music in the elementary classroom.

MU 311, 312, 411, 412. Voice. (1-2) (each semester)
Performance of songs and arias in English, Italian, German, and French. Emphasis on continuing development of vocal technique.

MU 315, 316, 415, 416. Piano. (1-2) (each semester)
Advanced technical studies; Bach, the Well-Tempered Clavier or equivalent from the Romantic school; concertos, Contemporary pieces, and sonatas.

MU 321, 322, 421, 422. Organ. (1-2) (each semester)
Works for standard literature and contemporary liturgical music. Experience in playing for liturgical services.

MU 331, 332, 431, 432. Accompanying. (1) (each semester)
Fundamentals of and practical experience in learning and performing accompaniments for singers and instrumentalists.

MU 353. Music Production Practicum. (1-3)
Lab workshop studying scenes and other material from musical theater or for participation in music production. Requires departmental approval. May be repeated for additional credit.

MU 357. Instrumental Methods. (3)
Study of orchestral instruments—winds, strings, brass, percussion—through practical experience in basic performance skills.

MU 365. Church Music Workshop. (1)
Practicum in: Church Music Repertoire; History of Liturgy in Music; Music in Contemporary Liturgy.

MU 375. Counterpoint. (3)
Analysis and writing for two, three, and four voices in the style of 18th-century counterpoint. Prerequisite: MU 374.

MU 377. Analytical Techniques. (3)
Study of structural materials used in composition, including melody, harmony, and form. Analysis of works from the 16th century through the contemporary period. Prerequisite: MU 374.

MU 379. Choral and Instrumental Arranging. (3)
Study of vocal and instrumental ranges and capabilities for the purpose of arranging music for available resources. Prerequisite: 2 semesters of music theory, or consent of instructor.

MU 380. Special Topics. (1-3)
Selected topics to be determined by the department.

MU 383, 384. Music History I, II. (3, 3)
Survey of the great movements in Western

music through study of their significant forms, correlation of historical events with corresponding periods of music, and understanding musical style, with application toward performance.

MU 391. Fundamentals of Conducting. (3)
Fundamentals of conducting for voices and for instruments, with and without baton. Introduction of rehearsal procedures and techniques, with appropriate performance materials, style and interpretation.

MU 398. Junior Recital. (2)
Public performance (30 minutes minimum) for the applied music major in the junior year and recommended for the music minor in the senior year.

MU 457. Piano Pedagogy. (3)
Principles and techniques for teaching piano; materials used in teaching and experience in practical teaching.

MU 459. Piano Literature. (3)
Important works written for piano from the 18th century to the present.

MU 477. Voice Pedagogy. (3)
Principles and techniques for teaching singing, through readings, class discussion and practical experience.

MU 479. Voice Literature. (3)
Survey of song literature in English, Italian, German and French, with emphasis on performance and stylistic characteristics.

MU 480. Special Topics. (1-3)
Selected topics to be determined by the department.

MU 485. History of Renaissance/Baroque Music. (3)
Detailed reading and study of the major movements and developments in music c.1400 - c.1750. Prerequisite: MU 383 or permission of instructor.

MU 487. History of Classic/Romantic Music. (3)
Detailed reading and study of the major movements and developments in music c.1725 - c.1910. Prerequisite: MU 384 or permission of instructor.

MU 498. Senior Recital. (2)
Public performance (45 minutes minimum) for the applied music major in the senior year and optional for the musical theater major in the senior year.

Natural Science (NS)

The candidate for the Bachelor of Arts degree in Natural Science must complete all the general degree requirements as stated on page 57.

Computer competency will be demonstrated by successful completion of three hours of computer science course(s) to be approved by advisor.

Major with Biology or Chemistry Emphasis:
BI 111, 112, CH 131 or 133, 135 or 137 or 216; MA 120 and 121 or MA 210; PH 117 or 231.

A computer science course of at least three hours to be approved by the student's advisor. 27 hours of Natural Science, Biology, or Chemistry courses, numbered in the 200 level or higher, including at least one hour of seminar (BI 390 or 499, CH 499). 12 credits must be at the 300 level or higher.

Major with Clinical Laboratory Science Emphasis:
MA 120 and 121 or MA 210
A statistics elective.

A computer science course of at least three hours to be approved by the student's advisor. PH 117 or 231.

36 hours in Biology and Chemistry with at least two courses in each area (at least 20 of these hours must be at the 200 level or higher with 12 of these hours being at the 300 or 400 level). (Note: Students with MLT certification seeking eligibility for MT certification must select course work which will satisfy Board of Registry requirements.)

Up to 30 hours of credit will be granted for non-academic based clinical education from an accredited program and certification, registration, or licensure in the same clinical area. (Note: If clinical training appears on an official

transcript, no additional credit beyond that recorded on the transcript will be granted.) MLT Clinical Training is not equivalent to clinical courses offered for the BSMT degree.

Major with Cytotechnology Emphasis:
MA 120 and 121 or MA 210
A statistics elective.
A computer science course of at least three hours to be approved by the student's advisor.
PH 117 or 231.
CH 131 or 133, CH 135. BI 111, 124, 220, 221, 250, 311, 312 and four additional credits of upper division biology.
CT 451, 452, 453, 454, 455, 456, 457, 458, 459, 480, 485, 486, 498 and 499.

Minor:
Foundation courses: PH 117 or 231 and either BI 110, 111, 112 or CH 131. Intermediate level courses: Six semester hours selected from two different areas (BI, NS, CH, or PH), one of which must be 200 level or higher. Capstone Experience: NS 311.

NATURAL SCIENCE COURSES (NS)

NS 111. Introduction to Science. (3)
Introduces the non-science major to the nature and development of science as a body of knowledge and as a method of inquiry. 3 hours lecture per week. No prerequisites. I, II. BAC.

NS 180, 280. Topics in Natural Science. (1)
Presentation and discussion of topics in natural science. Each offering will be titled appropriately. A student may take any number of different topics. No prerequisites. I, II, S.

NS 221. Physical Geology. (4)
A non-mathematical introduction to the study of the earth. Topics include minerals and rocks; dynamic internal processes including volcanism, earthquakes, plate tectonics, and mountain building; and surficial processes including erosion by streams, glaciers, and wind. Laboratory instruction in identification and classification of common minerals and rocks; introduction to and interpretation of topographic and geologic maps. 3 hours lecture per week. Laboratory. No prerequisites. I. BAC.

NS 231. Descriptive Meteorology. (4,3)
The course illustrates the scientific approach in describing, modelling and predicting weather phenomena. Topics for study include atmospheric composition, winds, clouds, moisture, weather systems, storms, weather prediction, and climate. The student receives an introduction to modern synoptic methods, including data collection, presentation, dissemination, interpretation, and application. Elementary forecasting techniques are discussed, as are the impact that weather and its prediction has on our physical environment and on society. No prerequisites. As a 4 credit course: 3 hours lecture and 2 hours laboratory per week and occasionally offered as a 3 credit course: 3 hours lecture and no laboratory component. II, alternate years. BAC.

NS 250. Astronomy. (3)
An introduction to our past and present knowledge of the universe, the galaxies, the stars and the planets. A description of the natural laws and physical observations which are leading us to an understanding of our place in the cosmos. 3 hours lecture per week. No prerequisites. BAC.

NS 251. Oceanography and the Marine Environment. (3)
Integrates physical, chemical, geological, and biological principles of the world's oceans. Emphasizes the interdependency between subject areas and the technical/practical concerns and the basic scientific principles, processes and recent research results. No prerequisite. Three hours lecture per week. I, alternate years. BAC.

NS 311. History and Appreciation of Natural Science. (4)
A critical analysis of the development of science through the ages during which the student will acquire an appreciation and understanding of attitudes, philosophies, and mechanisms of scientific endeavors. This course will serve as a capstone experience for the Natural Science major and minor. 3 hours lecture per week. 1 hour discussion/research. Prerequisites: PH 117 or 231 and Biology and Chemistry courses of at least 3 semester hours each. II, Odd years.

Nursing (NU)

The candidate for the Bachelor of Science in

Nursing must complete all the general degree requirements as stated on page 57.

Admission Requirements to the Department of Nursing

Computer competency will be considered accomplished when students have completed the following: Interactive video programs for learning content and doing self-assessment in NU 466 Maternity nursing and NU 476 Adult Adaptive Responses to Major Health Problems; Interactive computer program on Fetal Monitoring; One Pharmacology program for NU 455 Pharmacodynamics in the Nursing Process; Participated in a computer laboratory experience on nursing process in NU 454 Introduction to Adult Adaptive Responses; Participated in computer data collection and documentation in clinical settings; Participated in computer testing as preparation for National Council of State Boards Licensure Examination.

- Upon attainment of the sophomore status (or the academic year prior to entering the nursing major) written application by the student to the Department of Nursing is to be submitted no later than two weeks after the beginning of spring semester.
- Completion of prerequisites to the nursing major (listed below). Prerequisite courses for which students wish to receive advanced standing credit must be approved by the Department of Nursing
- Math placement must be completed prior to enrollment in prerequisites.

Prerequisites for Nursing (total hours required):

HUMANITIES
English Comp. (3) (EN 111 or above)
Communication (CO 110) (3)

SOCIAL & BEHAVIORAL SCIENCES
Sociology SO 101 (3)
Psychology PY 101, 205, 310 (9)

NATURAL SCIENCES & MATH
Chemistry CH 131, 135 (8)
Biology BI 220, 221, 222, 250 (16)

Math MA 155 (3)

Nutrition HE 111 (2)

Nursing NU 201 (4)/202(RN) (3)

- Achieve cumulative G.P.A. of 2.50.
- Obtain a "C" or above in required Natural Sciences and Mathematics courses. These courses may be repeated only once.
- Written notification of acceptance of admission to the nursing major from the Department of Nursing.
- Upon acceptance into the Nursing Major: Junior students must have a physical examination and submit a complete health history. Senior students must provide a health history and a TBC skin test only.
- Both junior and senior students must hold current certification in basic CPR.
- Both junior and senior students must carry their own health insurance coverage while in the nursing major. A health insurance form must reflect company and coverage and be on file in the nursing office.

Exception to these policies will be considered by the Department of Nursing only by written petition with rationale submitted by the student. The committee will have the right to accept or reject this petition. (12-1-86).

Admission of Registered Nurses

Avila's tract for registered nurses is theoretically and clinically strong, flexible, and tailored to meet the RN's unique learning needs through credit by examination, independent learning experiences, flexible scheduling, a variety of clinical placements and application of principles of adult learning. Critical thinking, problem solving, creativity, and self-direction are emphasized. RN's explore new areas of interest. Adjunct faculty assist and support the student with an indepth clinical experience. The goal of the faculty is to provide quality education within a flexible schedule.

Registered nurses who are graduates of diploma or associate degree programs are eligible for admission. Advanced placement credit for some courses in the liberal arts and

sciences and in the nursing courses may be granted after satisfactory performance on proficiency examinations. The R.N. applicant must meet the same admission and graduation requirements as those required for all students. Applicants are asked to submit official transcripts from all nursing programs, and evidence of R.N. license.

Advanced standing credit nursing course examinations for the R.N. must be completed by April 1 and be reflected on the transcript.

Re-admission to the Nursing Program:

1. Students requesting re-admission to the nursing major may obtain an application form from the Department of Nursing office. These forms must be submitted to the Chairperson of the Department of Nursing by: March 15 for consideration the following fall semester or September 30 for those wishing to enter the following Spring.
2. Students who are readmitted within a calendar year following withdrawal will be readmitted under the pre-nursing criteria which were in effect at the time of the students original admission to the nursing major. Students who have been out of the nursing major for more than a calendar year must meet the criteria for admission and graduation that are in effect at the time of readmission to the nursing major.

Criteria for Completion of the Bachelor of Science in Nursing Degree

1. Completion of at least 131 semester hours of academic work with a minimum cumulative grade point average of 2.0.
2. No less than 52 semester hours nor more than 60 hours in the nursing major may be counted toward the 131 hour requirement.
3. The RNB student will have five year time frame in which to complete the program. The time frame begins with the enrollment in NU 202, Adaptation: A Conceptual Approach to Nursing. NU 202 is taken the spring semester preceding the fall in which the student enters the nursing major and enrolls in NU 473.
4. Completion of the last thirty hours at the college.
5. Successful completion of the Senior Comprehensive tests in each of the required areas. Tests are given at the end of first semester, senior year. Registered nurse students are exempt.
6. Completion of the following courses in addition to the prerequisite courses listed previously (see college core requirements):

   HUMANITIES
   Philosophy and Theology (9) two areas (must include PL 255).

   Art/Music/Theater (3)

   Foreign Language (6)

   Literature (3)

   SOCIAL & BEHAVIORAL SCIENCES
   Western Civilization (3)
   Economics or Political Science (3)

   Fifty-two hours in the following:

NU 454 (10);	NU 455 (2);
NU 462 (2);	NU 465 (6);
NU 466 (6);	NU 473 (6) (RN);
NU 474 (6);	NU 476 (6);
NU 482 (2);	NU 483 (6);
NU 484 (6)	

7. Upon completion of graduation requirements, the graduate may apply to take the National Council Licensure Examination (NCLEX) for professional nurses. Refer to Section 335.066 of the State of Missouri Nursing Practice Act.

Leave of Absence

A student who is satisfactorily meeting all the theory and clinical objectives of the current nursing course (i.e., maintaining a grade of "C" or above) may be granted a one calendar year leave of absence to withdraw for personal problems or health reasons.

Dismissal

1. Students who do not achieve a "C" or Pass in nursing courses may not progress and are dismissed from the nursing major.

2. Students who did not meet course objectives (i.e., not maintaining or obtaining a final grade of "C" or above) in the nursing major may be considered for readmission to the Department of Nursing a maximum of one time. Any subsequent failure to achieve a "C" or withdraw from a nursing course while not maintaining a "C" will result in dismissal from the Department of Nursing without consideration for readmission.

3. A student who is dismissed or withdraws from the nursing department (for any reason other than an LOA or Dismissal for breach of Code of Student Conduct) may be considered for readmission one time only.

4. Students leaving the department on LOA are eligible to return within one calendar year (refer to Policy Regarding LOA). Students who are dismissed as a result of breach of Student Code of Conduct are not eligible for readmission to the Department of Nursing.

5. Students may submit rationale to the Department of Nursing for special exception to the above policies. The Department will have the right to accept or reject this petition.

NURSING COURSES (NU)

Students must provide their own transportation to the health care agencies when enrolled in nursing courses.

Laboratory fees will be charged for all nursing courses.

NU 201. (4)/202 (R.N.) (3) Adaptation: A Conceptual Approach to Nursing.
A nonclinical course which examines the culture of nursing.

The focus is upon:
-the development of the culture of nursing,
-the role of the professional nurse,
-the organizing framework of the nursing major which includes the major concepts: Holism, Adaptation, Stress, Health/Wellness, Culture, Spirituality and Society, and
-basic nursing care skills. (NU 202, RN only.)
II.

NU 454 and NU 455 must be completed concurrently.

NU 454. Introduction to Adult Adaptive Responses to Major Health Problems. (10)
(Theory, 6 credit hours/Clinical, 4 credit hours).
Focus is on the nursing process within the organizing framework of adaptation/stress with an emphasis on the adaptive responses of the adult experiencing major health problems. Opportunity is offered in classroom and clinical settings for practice utilizing all parts of the nursing process with emphasis on data gathering, assessment, adaptive responses and nursing diagnosis. Emphasis is also placed on the holistic approach toward identification of health problems and the nurses role in health promotion and rehabilitation. Nursing interventions related to primary, secondary and tertiary levels of prevention are emphasized utilizing holistic nursing care. Physical, biological and psychosocial sciences are the foundation for conceptual development. Concepts in physical assessment and teaching-learning are introduced. Supervised clinical experiences integrate the concepts of acute care, chronic care, crisis intervention, community health, mental health, pharmacodynamics, nutrition, human spirituality and sexuality. Prerequisite: NU 201. I.

NU 455. Pharmacodynamics in the Nursing Process. (2)
(Theory, 2 credit hours).
This course focuses on principles of pharmacodynamics as they relate to the holistic client throughout the life span. Utilizing the organizing framework of stress/adaptation, emphasis will be on the independent and collaborative roles of the nurse in assessment, administration and evaluation of pharmacotherapeutics and client response. Theoretical application of the nursing process will be done through class discussion, case studies and care plan development. Related concepts will include research, ethics and teaching/learning. I. Prerequisite: NU 201.

NU 462, NU 465 and NU 466 must be completed concurrently.

NU 462. Research Process in Nursing. (2)
(Theory, 2 credit hours).
A theoretical introductory research course

which focuses on the research process in nursing. Emphasis is on the role of clinical research in nursing, the scientific research process, steps in the research process, types of nursing research, nursing approaches, research designs, methods of data collection, measurement and sampling, analysis of research data, and interpreting and evaluating nursing research. Prerequisite: MA 155, NU 201, NU 454, NU 455. RNB: NU 202 (may be concurrent). II.

NU 465. Psychiatric/Mental Health Nursing: Adaptation to Life Psychological Stressors. (6)
(Theory, 4 credit hours/Clinical, 2 credit hours).
Adaptation to psychological life stressors is an integral part of all nursing. The emphasis is upon the utilization of human behavioral, developmental and psychiatric theory as foundational knowledge for nursing process. Nursing interventions include the therapeutic use of self and the available environment to effect constructive adaptive changes in clients and family's responses to psychological life stressors. Supervised experiences giving direct client care are related to the curative and restorative processes, prevention and health promotion in acute care and community mental health settings. Concepts of pharmacology, nutrition, community health, sexuality and crisis intervention are integrated. Prerequisites: PY 310, NU 455. II.

NU 466. Maternity Nursing: Adaptation During the Childbearing Cycle. (6)
(Theory, 4 credit hours/clinical, 2 credit hours).
Emphasis is on adaptation to stressors during the childbearing cycle, and women's health issues. Focus is on family-centered wellness care, health promotion and health maintenance. High risk families are identified and appropriate measures of disease prevention and treatment are explored. The nursing process is utilized to facilitate biological and psychosocial adaptive responses of the client/family. Supervised clinical experiences are provided in distributive settings, perinatal clinics, childbirth and parenting classes; episodic settings, labor and delivery and family care units, women's care facilities. Physical and psychosocial assessment, teaching/learning, human sexuality, community health, mental health, crisis intervention, pharmacology, nutrition and cultural concepts are integrated. Prerequisites: NU 455. II.

NU 473. Facilitating Adaptation Throughout the Life Cycle. (6)
(Theory, 5 credit hours/Clinical, 2 credit hours).
The focus of this course is enhancement of knowledge and skills in the student for delivery of nursing care to the individual family in their place on the continuum of health wellness and illness. Knowledge related to person's biological, psychosocial and environmental needs as well as nutrition, pharmacology and beginning concepts of community health are integrated. Theories and concepts pertinent to nursing, teaching learning, holistic person, research, management, adult developmental stages, group process and communication skills are included. Nursing process is utilized by the student as the framework for facilitating the client's adaptation through delivery of nursing care. The nursing process is applied to health/maintenance and disease/illness primary care in distributive care settings as well as in episodic care settings. Available only to the R.N. student. Prerequisite: NU 202. I.

NU 474 and 476 must be taken in the same semester.

NU 474. Child Health Nursing: Adaptation to Life Stressors. (6)
(Theory, 3.5 credit hours/Clinical, 2.5 credit hours).
Emphasis is placed on Erickson's stages of growth and development and Piaget's learning theory from newborn to adolescence. Focus is on the view of a child as an individual and as a member of a family unit, while stressing health promotion and maintenance. The nursing process is utilized to facilitate biological and psychosocial adaptive responses. Concepts presented are separation anxiety, play as therapy, values clarification and communication skills related to stages of development. Supervised clinical experiences are provided in distributive and episodic settings. Pharmacology, nutrition, community health, mental health, and human sexuality are integrated. Prerequisites: PY 205, NU 466. I.

NU 476. Major Health Problems and Adult Adaptive Responses. (6)
(Theory 4 credit hours/Clinical, 2 credit hours).
Emphasis is on the complex adaptive responses of the adult experiencing major health problems. Nursing interventions related to primary, secondary, and tertiary levels of prevention are emphasized utilizing primary care nursing. The nursing process is used to facilitate delivery of nursing care. The concept of chronic illness and care of the older adult are emphasized through theory presentation and selected supervised clinical experiences. The concepts of emergency care, crises intervention, community health, mental health, pharmacology, nutrition, and human sexuality are integrated. Prerequisite: NU 466. I.

NU 482. Trends in Nursing. (2)
(Theory, 1 credit hour each semester).
The purpose of the course is to provide knowledge which will assist the student with the transition into the post graduate role. The course will survey these major themes and issues: nursing practice, nursing roles, ethical issues, health care issues, socio-economic issues, legislative-political issues, and the relationship of professional nursing organizations to each of these. Importance and relevance of nursing research will also be included in each of the content areas. Prerequisite: NU 466. RNB: NU 402, Admission to the major. I and II.

NU 483 and NU 484 must be completed concurrently.

NU 483. Community Health Nursing: Adaptive Responses to Environmental Stressors. (6)
(Theory, 3 credit hours/Clinical, 3 credit hours).
Focus is on the client (individuals, families and groups) as they are affected by the relationships and interactions of various populations within the community. The effect of health related stressors upon roles, functions and resources of clients is addressed in the context of the holistic client. Prevention of disease, health promotion and maintenance and restoration of wellness will be emphasized with the ultimate goal being optimal health. Prior knowledge of nursing theories is synthesized with public health theories throughout the course. Prerequisite: NU 476. RNB: NU 473. II.

NU 484. Management Process in Nursing. (6)
(Theory, 3 credit hours/Clinical, 3 credit hours). (RNB only. Theory, 3 credit hours/ clinical, 2 credit hours).
The focus is on the use of the management process to provide quality health care for a group of clients. Concepts and theories of leadership/management, communications, group dynamics, change, nursing process, teaching/learning, and health care systems provide the knowledge base for the nurse manager. Previously learned nursing concepts and theories are integrated during students adaptation to the role of leader/manager. Active involvement with other health care providers will enhance use of the management process to facilitate adaptation of nursing team members to work setting and improve quality of care given to the student's group of clients. Prerequisite: NU 476. RNB: NU 473. II.

Philosophy (PL)

No Major is offered.

Minor:
Eighteen hours of Philosophy, to be chosen with the approval of the minor advisor.

PHILOSOPHY COURSES (PL)

PL 111. Introduction to Philosophy. (3)
An invitation to think, wonder, question, speculate, reason, even to fantasize in the eternal search for wisdom. After discussing what philosophy is, the person is studied from these aspects: as relating to other people and the cosmos, and as the asker of ultimate questions. BAC.

PL 113. Logic. (3)
Designed to help students think clearly and detect fallacious reasoning. BAC.

PL 221. The Existence of God. (3)
Presents the classical and contemporary arguments for establishing God's existence and

discusses classical and contemporary concepts of God. BAC.

PL 255. Ethics. (3)
Rapid change brings instability, and instability brings anxiety. In the ethical order, humankind is anxious about values and decisions based on these values. Examination of the contemporary person, the decisions to make and the values which underlie these decisions. Selected ethical questions considered: genetic control, abortion, poverty, drugs, euthanasia, war, etc. BAC.

PL 257. Love, Sex and Marriage. (3)
The meaning of love; how to integrate sex into one's personal existence; how to make marriage work.

PL 281. Existentialism. (3)
Study of the philosophical theories of Kierkegaard, Nietzsche, Sartre, Marcel, and Camus. Key concepts examined: the idea of existence; the individual and freedom; the relationship to the world and others. Basic understanding is provided as to why some of these philosophers say that life is absurd and others that life is worth living. BAC.

PL 283. Philosophy of The Human Person. (3)
Introductory course which examines four questions concerning people: Who are we?; Do our lives have meaning, and if so, what is it?; Are we free?; How should we live our lives? BAC.

PL/GS 302. Death and Dying. (1)
Skills and knowledge to help people participate as informed, reflective adults in those life passages that deal with their own mortality and that of their fellow human beings. No prerequisite.

PL/GS 302. Ethical Issues of Aging. (1)
Examines various ethical issues relating to aging in contemporary society. No prerequisite.

PL 380. Special Topics. (1-3)
Selected topics to be determined by the department.

PL 499. Seminar. (3)
Topics vary.

Physical Education (PE)

No Major or Minor offered.

PHYSICAL EDUCATION COURSES (PE)

PE/DA 111. Stretch and Exercise. (1)
Movement for flexibility and extension, fluidity and artistic excellence; for retention and improvement of muscle tone. May be repeated for credit. No prerequisite.

Physics (PH)

No Major or Minor is offered.

PHYSICS COURSES (PH)

PH 117. Physics Concepts. (4)
A presentation of some of the more important and interesting phenomena in physics including Newton's laws of motion, satellite and planetary motion, energy and momentum, electricity and magnetism, atomic structure, and nuclear processes. Prerequisites: MA 101 or High School algebra. I. BAC.

PH 180. Topics in Physics. (1-3)
Presentation and discussion of physics topics. Each offering will be titled appropriately. A student may take any number of different topics. Prerequisites vary with the topic being presented. I, II, S.

PH 231. General Physics I. (5)
A problem solving approach to the quantitative understanding of physical principles including Newton's laws of motion, linear and rotational dynamics, energy and momentum, fluid mechanics thermodynamics, and wave motion. Laboratory. Prerequisites: MA 120 and 121 or consent of instructor. I, BAC.

PH 232. General Physics II. (5)
Continuation of PH 231. A problem solving approach to the quantitative understanding of physical principles including electricity, magnetism, optics and selected topics from atomic and nuclear physics. Laboratory. Prerequisites: MA 120 and 121, PH 231, or consent of instructor. II.

PH 233, 234. Calculus Basis of Physics. (1, 1)
A course designed to show how calculus is used to describe the principles covered in PH 231, 232. This course taken with PH 231, 232 is equivalent to calculus based physics. Prerequisites: MA 210, PH 231, 232 or concurrently. I, II.

PH 280. Topics in Physics. (1-3)
Presentation and discussion of physics topics. Each offering will be titled appropriately. A student may take any number of different topics. Prerequisites vary with the topic being presented. I, II, S.

Political Science (PS)

The study of Political Science is the study of government and its impact on the human community. The range of analysis includes international, national, state, and local levels of organization as well as the interaction between them. This program prepares the student for entrance into various areas of the political system, the private sector, law and the international community. A student may opt for the general PS major or add a concentration in Prelaw.

The candidate for the Bachelor of Arts degree in Political Science must complete all the general degree requirements as stated on page 57.

In addition to the general education requirements, the following courses in the Major must be completed.

Computer competency will be demonstrated by the successful completion of PS 231 Computer Application in Social Science.
Major:
39 PS hours, including these required courses: PS 120, 230, 231, 320, 332, 340, 397, 420 and 451.

Related Requirements:
All PS majors are also required to take: EC 201, EN 112, SO 101 and SO 231.

Political Science majors must receive a grade of "C" or above in all major courses, including related requirements.

Prelaw Concentration:
General PS requirements and related requirements plus, PS 232, 334, 345, 434 and related requirement - EC 202.

Minor:
PS 120 and 15 semester hours of PS courses at the 300 level or above.

POLITICAL SCIENCE COURSES (PS)

PS 120. American National Government. (3)
The structure, function, problems and accomplishments of American government at the federal level including discussions of the Federal Constitution and Missouri Constitution. No prerequisite. I, II. BAC.

PS/PA 121. Introduction to Public Administration. (3)
Survey of the historical and contemporary status of administrative institutions, principles and practices of public administration. Bureaucratic and organizational concerns are covered as well as budgetary, legal, and personnel matters. A comparative analysis of administrative approaches is also included. Prerequisite: PS 120 or consent of instructor. I.

PS 220. State and Local Politics. (3)
The relationship that exists in and between state and local governments. Powers of governors and mayors, forms of governments, and timely issues explored. Regional politics and future scenarios analyzed. No prerequisite. Alternate years. II. BAC.

PS/PY/SO 230. Quantitative Methods. (3)
An introductory course in applied statistical techniques used in social science. Topics include descriptive statistics such as measures of central tendency and measures of dispersion. Special attention will be given to a systematic discussion of some widely used inferential statistics such as chi-square and regression. Prerequisite: Any college level course in mathematics. I, II.

PS 231. American Justice System. (3)
Introduction to the American court system at the federal and state levels including judicial process and legal decision-making. Examination of judicial selection processes and the impact of the American judiciary on public policy. No prerequisite. I. BAC.

PS/LG 232. Introduction to Legal Research and Writing. (3)
An introduction to basic legal research and writing, concentrating on the various methods and resources for legal research. Drafting of communications to record and convey results of research. A basic overview of legal research tools such as case reporting services, statutes, digests, encyclopedias, dictionaries, and computers. No prerequisites. II.

PS/WS 301. Women in Politics. (1)
Study of the basis of female participation in the American political process, who participates and why; political issues relevant to American women; power and minority status. No prerequisite.

PS/WS 301. Legal Rights of Women. (2)
Exploration of the current issues surrounding women's rights. Topics include credit rights, employment rights, procreation rights, political (citizen) rights, etc. No prerequisite.

PS/PA 320. Public Policy. (3)
The process of public policy making. How government bodies determine what a public problem is; how they formulate, implement and evaluate policy. Course will also include case studies. No prerequisite. I. BAC.

PS 322. The Politics of Intergovernmental Relations. (3)
Analysis of the dynamics of the federal system focusing on areas of cooperation and conflict between national, state and local governmental units. No prerequisite. Alternate years. II. BAC.

PS 332. Constitutional Law I. (3)
Principles of the American political system as prescribed by the Constitution and interpreted by Supreme Court decisions. Emphasis on the institutions of government and the relationship between the three branches at the national level. No prerequisite. Alternate years. I. BAC.

PS 334. Constitutional Law II. (3)
Constitutional protections both from and of government with emphasis on Supreme Court decisions defining fundamental liberties, property rights and the requirements of substantive due process. No prerequisite. Alternate years. II. BAC.

PS 337 Topics in Law. (1-3)
One credit hour classes (usually held on weekends) dealing with specific, contemporary, legal issues. No prerequisite. I, II.

PS 340. Comparative Politics. (3)
A comparative analysis of the dynamics of various political systems and cross national political behavior with emphasis on the basic concepts of comparative political study. Selected political systems from various regions of the world - Western Europe, Latin America, Middle East, Africa, Russia - will illustrate the concepts. No prerequisite. Alternative years. I. BAC.

PS 341 International Relations (3)
Study of the development of the international state system and the interaction between particular political systems and regions. International law and organizations, the role of nationalism and ideology in determining foreign policy and political, social and environmental problems in the international arena are among some of the topics discussed. No prerequisite. Alternative years. I. BAC.

PS 345. Introduction to Litigation. (3)
An overview of the civil litigation process including a study of the rules of civil procedure and the rules of evidence. Emphasis will also be placed on the development of skills involved in simple litigation matters including the preparation of pleadings, motions and discovery requests. No prerequisite. Alternate years. I.

PS 346. American Foreign Policy. (3)
Analysis of the making of U.S. foreign policy, policy outcomes and the relationship of the major participants in the formation of policy. Case studies will be examined in their historical context. No prerequisite. Alternate years. II. BAC.

PS 380. Topics in Political Science. (1-3)
One credit hour classes dealing with current

problems in the area of political science. These will include areas such as social issues, nuclear war, the environment, terrorism, foreign policy and others. No prerequisite. I, II. BAC.

PS/SO/SW 397. Research Methods. (3)
Introduction to methodology and techniques; formulation of research problems; study design; hypotheses; sampling; measurements; questionnaire construction; interviewing and data collection; processing and tabulation analysis and interpretation; presentation of findings. Prerequisite: consent of instructor. I.

PS 420. Political Philosophy. (3)
A survey of the origins of political theory from the Ancient-Medieval period of political philosophy to contemporary political ideologies. Specific political philosophers are examined including Plato, Aristotle, Machiavelli, Locke and Rousseau; as well as the political ideologies of Liberalism, Conservatism, Marxism and Fascism. Prerequisite: 3 hours of PS coursework. Alternate years. II. BAC.

PS 422. Elections and Voting Behavior (3)
Structure and function of the American Electoral system and factors that influence voters decisions. Impact of political parties, interest groups and public opinion on the electoral process. No prerequisite. Alternate years. I. BAC.

PS 424. The American Presidency. (3)
An analysis of the Presidency as a key institution in the American system. Case studies will be presented to illustrate the contribution certain Presidents have made. No prerequisite. Alternate years. I. BAC.

PS 426. The American Congress. (3)
A discussion of the role and function of the American Congress. Attention to be focused on the policy process. The Congress will be compared with other legislatures and evaluated on the basis of its ability to serve its purposes. No prerequisite. Alternate years. II. BAC.

PS 434. Criminal Law. (3)
Distinction between criminal and civil law, the role of different participants in the criminal justice system, classification of crimes by state and federal standards, stages of criminal prosecution, constitutional rights and limitations. No prerequisite. Alternate years. II.

PS 451. Scope and Methods of Political Science (3)
Exploration of theoretical foundations of political science related to major fields of research and methodological applications. Critique of various analytical models and research designs in the study of political phenomena. Prerequisite: PS 397. II.

PS 490. Directed Readings. (1-3)
Specialized assignment worked out between the faculty member and the student. Prerequisite: 6 hours in PS and consent of instructor.

PS 495. Internship (9)
An opportunity to gain first-hand experience by working in a governmental agency or law office. Opportunities also exist for the student to do their internship through the Washington Center in Washington D.C. Prerequisite: 18 hours in Political Science.

Prelaw

This area of study is intended to acquaint the student with the legal system in a general manner as well as several areas of law and legal analysis. A student involved in Prelaw coursework might be interested in law school and/or working in the judicial system.

For required coursework, please see the Political Science major.

Premedicine

This major is designed to help prepare a student for admission into a school of medicine, dentistry, pharmacy, optometry, or podiatry. The special entrance requirements of the professional schools to which the student may later apply are considered when electives are chosen.

Computer competency will be demonstrated by successful completion of three hours of computer science course(s) to be approved by advisor. The candidate for the Bachelor of

Science Degree in Premedicine must meet the following requirements:

1. Completion of at least 128 semester hours of academic work with a minimum grade point of 3.0.
2. Completion of the final 30 hours at the college
3. Completion of at least 12 hours in the major at the college at the 300 and 400 level.
4. Prior to graduation, the premedical student must pass comprehensive examinations in biology and chemistry or the science sections of the MCAT or DAT examination.
5. Completion of the general degree requirements as stated on page 57.

The following courses in the premedicine major must be completed:

BI 110 and 111 or BI 111 and 112; CH 131 or 133, and CH 137; PH 231, 232; MA 120, 121 and 210; EN 111 and 112; PL 255. A computer science course of at least three hours to be approved by the student's advisor. Thirty semester hours of biology or chemistry at the 200 level or higher, including CH 216, 217, 221, and 341, and three of the following biology courses: BI 250, 311, 320, 330, 331, 332, 340.

NO MINOR IS OFFERED.

Psychology (PY)

Psychology is the study of human consciousness, behavior and experience. The purpose of the psychology major is to develop an understanding of the human condition. The major in psychology is designed to prepare students to learn more about themselves and others and to see more deeply into the complex problems humans face.

Students will learn the various methods that are used in this endeavor, as well as the knowledge base of the field. Majors will develop an understanding that each of us exists, not only as an individual, but as part of a family, a culture, and a species.

The curriculum is designed for:

1) students interested in bachelor's level work as preparation for careers in business, law, medicine, nursing, education, and other professional fields;
2) students interested in preparing for graduate-level work and a professional career in psychology.

The candidate for the Bachelor of Arts degree in Psychology must complete all the general degree requirements as stated on page 57.

In addition to the general education core requirements, the following courses in the Major must be completed.

Computer competency will be demonstrated by successful completion of two courses: 1) CO 110 Understanding Computers or its equivalent; 2) PY 231 Computer Applications in the Social Sciences.

Major:
PY 101, 201, 203, 220, 230, 231, 310, 316, 320, 335 and 498 plus 12 elective hours, three from 201-299, nine from 301-499.

Required Related Courses:
One computer science course.

PY 335 Experimental Psychology must be completed before a student enrolls in PY 498 Independent Research - Final Thesis All required major courses must be completed with a grade of "C" or better.

Minor:
PY 101, 201, 310 plus 9 elective hours selected with consent of the minor advisor, three from 201-299, six from 301-499.

PSYCHOLOGY COURSES (PY)

PY 101. General Psychology. (3)
A basic introduction to the science of psychology through the theoretical and experimental investigation of the human struggle for adaptation to changing physical and social environments. I and II. BAC.

PY 201. Theories of Personality. (3)
information about the therapeutic approaches;

The development, organization, dynamics, and determinants of personality as proposed by the classical psychologists (Freud, Jung, Rogers, Skinner, etc.). Prerequisite: PY 101. I, II. BAC.

PY 203. Cognitive Psychology. (3)
A general overview of classic and current research in cognitive processing. Topics to be covered include: attention, memory, problem solving, reasoning, conceptual thinking and mental strategies involved in language expression and comprehension. Prerequisite: PY 101. I.

PY 205. Human Growth and Development. (3)
A survey of the main patterns of growth and development of the person over the life span; emphasis on the social, intellectual, emotional and physical development of the person. I, II, S, even years. BAC.

PY 210. Career and Life Planning. (3)
This course offers an individual the opportunity to learn and utilize effective career decision-making and life-planning techniques. The class takes a practical approach to the development of personal insights by encouraging decision-making, assertiveness and exploring interests, skills and values through a variety of assessments, class discussions and specific exercises. Also included are resume writing, interviewing tips and job search strategies. This class is strongly recommended for undecided majors. II.

PY/TR 215. Psychodrama. (3)
Students will learn the theoretical basis of psychodrama and review research about the effectiveness of this approach for facilitating personal development. Students will participate in psychodramas illustrating principles studied. Prerequisite: PY 101. I. Odd years. BAC.

PY 220. Child and Adolescent Psychology. (3)
A study of the biological, cognitive, social and emotional development of children and adolescents. Prerequisite (for Psychology majors only): PY 101 or PY 205. I, S, even years. BAC.

PY/ED 225. Educational Psychology. (3)
Application of psychological principles to the field of education; nature of the learning process; motivation devices; evaluation of learning. II, S.

PY/PS/SO 230. Quantitative Methods. (3)
An overview of research and the research process with an emphasis on summary and analysis of research data via descriptive statistical techniques. These techniques will include frequency distributions and their graphical representations, measures of central tendency, measures of variability, correlation and regression, and selected issues of psychological measurement. Critical evaluation of psychological research literature relative to these topics will be made. Prerequisite: MA 112, 120 or 121, or the equivalent. I, II.

PY/SO 231. Computer Applications (3)
An introduction to the Statistical Package for the Social Sciences (SPSS). Prerequisite: PY 230 or equivalent. II.

PY/ED 235. Psychology of the Exceptional Child. (3)
Designed to provide an introduction to the various areas of exceptionality (gifted, mentally retarded, learning disabled, behavior disordered, etc.). Social, educational and family characteristics of exceptional children are explored. A sample of the unique teaching methods, materials and techniques of instruction is studied. In addition, laws and regulations covering exceptional students are presented. Observation hours are required. I, II, S.

PY/WS 301. The Psychology of Women. (3)
Exploration of the psychological factors contributing to female needs and personality traits. The personal assets and strains associated with female psychology will be related to students' personal experiences. I. Even years.

PY/GS 302. Psychology of Aging (3)
Study of the psychological changes and adjustments necessitated by aging. Changes in cognition, role and personality reflecting advancing age. Presentation of current theories and research on aging. II Odd years.

PY 310. Abnormal Psychology. (3)
A general overview of the etiology, characteristics and determinants of functional and organic deviations of normal behavior; general

the study of the role of behavioral sciences in community mental health action. Prerequisites: PY 101, 201 or consent of instructor. I, II.

PY/SO 316. Social Psychology. (3)
Study of the formation, structure and functioning of groups including an analysis of group processes and group products in relation to the individuals' attitudes. A study of the attitudes, beliefs and perception of self and others. Prerequisites: SO 101 and PY 101. BAC.

PY 320. Current Trends in Psychotherapy. (3)
A survey of the techniques and major systems of psychotherapy. Prerequisites: PY 101, 201, 310. II.

PY 335. Experimental Psychology. (3)
This course will survey descriptive and experimental research methods in psychology. Students will be introduced to the process of generating research questions, designing a project to address the question, analyzing the results and drawing conclusions. Prerequisites: PY 101, 230; must be taken prior to PY 498. II.

PY 380. Special Topics in Psychology. (1-3)
Psychological principles applied to current dilemmas in American society. Specific topics change each semester. Prerequisites: PY 101, 201, or consent of instructor. I, II, S.

PY 381. Interpersonal Psychology. (3)
This course will combine didactic teaching with experiential examination of transactional analysis as a psychological tool and as a method of communication. Prerequisite: PY 101, 201. II, Odd years.

PY 382. Clinical Psychology. (3)
This course will survey the relevant topics in the clinical practice of psychology. Licensure, ethics, training, intervention techniques, and assessment will be discussed as significant areas of interest for the clinical practitioner. Prerequisite: 101, 201. I, Even years.

PY 390. Directed Study. (1-3)
Opportunity for student to explore a topic of interest in depth. Prerequisites: 30 hours in Psychology and consent of instructor. I, II, S.

PY 485. Practicum in Psychology. (1-3)
Practicum in facilitating interpersonal relations. Student field placement approved by advisor. Prerequisites: 30 hours in Psychology and consent of instructor. I, II.

PY 498. Independent Research - Final Thesis. (3)
An arranged course; students will ask a question, research its context, collect and analyze data, draw conclusions, and report their work in APA style. This course serves as a capstone experience for Psychology majors. Prerequisites: 30 hours in psychology including PY 335, and consent of instructor. I, II.

Public Administration (PA)

The B.A. program in Public Administration at Avila combines an established tradition of academic excellence with an innovative, student-centered curriculum designed to provide careful and timely preparation for careers in public service both in government agencies and private institutions. The program is designed to accommodate high school and two-year college graduates, as well as those individuals who are already employed and intend to further their education. The primary goal of the program is to develop and educate professionals. The program possesses great flexibility which allows the student and advisor to design a curriculum which is compatible with the student's interests. Specialized courses are available in such areas as governmental administration, health services administration, and criminal justice administration.

The candidate for the Bachelor of Arts degree in Public Administration must complete all the general degree requirements as stated on page 57.

Computer competency will be demonstrated by successful completion of CS 110 Understanding Computers. In addition to the general education requirements, the following courses in the Major must be completed.

Major Requirements:
At least 36 hours of PA coursework is required. This includes the PA core of PA 121,

320, 323, 342, 371, and 499; and 18 hours of PA electives including 3 hours of PA 495 if the student does not have previous administrative experience.

Related Requirements: AC 201, EC 201, SO 230, SO 397, PS 120, 6 hours of writing, CS 110, and 3 hours of PS electives.

PUBLIC ADMINISTRATION majors must receive a grade of "C" or above in all courses required for the major including "Related Requirements".

Minor:
Minimum of 18 hours in PA, including PA 121 and 323.

PROFESSIONAL CERTIFICATION

40 hours of credit may be earned for professionally recognized certification in an appropriate Allied Health field (e.g. Respiratory Technician, Medical Records, Respiratory Therapist, etc.) or Public Safety fields (e.g. police work or fire department work.) It is possible to earn up to 30 semester hours of credit through testing and experiential credit. No credit earned in this manner may be used to satisfy the 30 hours residency rule at Avila College.

PUBLIC ADMINISTRATION COURSES (PA)

PA/PS 121. Introduction to Public Administration. (3)
Survey of the historical and contemporary status of administrative institutions, principles and practices of public administration. Bureaucratic and organizational concerns are covered as well as political, budgetary, legal, and personnel matters. A comparative analysis of administrative approaches is also included. Prerequisite: PS 120 or consent of instructor. I.

PA 131. Introduction to Health Services Administration. (3)
History, principal participants, values and systems involved in health care administration. Overview of management functions in health care settings (planning, controlling costs, communication skills, etc.) A comparative analysis of the U.S. and other health care systems is also undertaken. No prerequisite. Alternate years. II.

PA/WS 301. Women and Management. (2)
The thrust of this course is on the unique problems encountered by women managers, supervisors and task leaders, and techniques of dealing with such problems, administrative decision-making and conflict resolution procedures. No prerequisite. Alternate years.

PA/GS 302. Long Term Care Administration. (3)
This course pursues an interdisciplinary approach to the study of managing long term care facilities. Historical, management, legal, financial and personnel aspects are emphasized. No prerequisite. Alternate years. II.

PA/GS 302. Federal/State Programs for Older Adults (1)
An examination of federal and local, social and financial programs available to the elderly. Topics include national health insurance, legal services, home health care, strategies for effecting legislative priorities. No prerequisite. Alternate years.

PA/GS 302. The Financial Status of Older Adults (1)
This course is a general overview of the financial status of older Americans. Of particular interest will be a comparison of the lifestyles of those older people with moderate high incomes with those who live below the poverty level. No prerequisite. Alternate years.

PA/GS 302. Financing Health Care for Older Adults (1)
Discussion of the various sources of funding for health care concerns of the elderly. Focus is on the public reimbursement schemes, for example, Medicare and Medicaid. Issues analyzed include: Patient mixes in short and long term care facilities; shifting of costs from public monies patients to private-for-pay patients; federal and state regulations' impact on financial relationships; and the role that multi-institutional management corporations play in health care financial management. Public, not-for-profit, and for-profit facilities discussed. No prerequisite. Alternate years.

PA/PS 320. Public Policy. (3)
The process of public policy making and

substantive case studies. How government bodies determine what a public problem is; how they formulate, implement and evaluate policy. No prerequisite. I.

PA 323. Public Management. (3)
A survey of the major theories of public management including responsibilities and obligations of the principal participants in government. Discussion of the relationship between structure and process in administrative units and a study of the basic concepts of administrative behavior. Tools of management are analyzed as well as the roles of politics, power, and performance. No prerequisite. II.

PA 331. Administrative Law. (3)
An exploration of the principles of administrative law including the legislative and adjudicative institutions; obligations, rights and responsibilities of principal participants in administration; and the impact on business and society. Prerequisite: PA 121 or consent of instructor. Alternate years. II.

PA 342. Public Personnel Administration. (3)
Basic theories and functions of personnel administration at the national, state, and local governmental levels. Human resource development and management; values and processes in civil service systems; training practices; recruitment; bargaining techniques; legal considerations. No prerequisite. Alternate years. II.

PA 355. Organizational Behavior and Development. (3)
Theories and methods of organizational behavior and development in public and private sector settings. Discussion includes leadership, power, corporate culture, formal and informal organization aspects, performance, and suggestions on improving an organization's effectiveness. Prerequisite: PA 121 or consent of instructor. Alternate years. I.

PA 371. Public Budgeting and Finance. (3)
What the budgeting process looks like and how it influences the operation of the organization. How a budget is built, including various methods and approaches (line-item, planned-program budgeting systems, zero base budgeting, etc.) Financial concerns such as taxation policies will also be covered. The relationship of budgets to financial aspects. Prerequisite: PA 121, AC 201 and EC 201, or consent of instructor. Alternate years. I.

PA 380. Special Topics. (1-3)
Current areas of public administration explored in-depth. Selected topics are listed below. No prerequisite. I, II.

1. Wage and Salary Administration (3)
2. Computers and Management (3)
3. Cutback Management (1)
4. Management of Not-for-Profit Organizations (1)
5. Management by Objectives (1)
6. Volunteer Program Administration (1)
7. Criminal Justice Administration (3)
8. Economics of Health Care Systems (3).

PA 392. Health Care Planning and Organization (3)
Analysis of the planning function in the health care sector both public and private. Strategic planning and marketing in a health care context will be reviewed and roles of major actors (hospitals, nurses, physicians, etc.) will be explored. Several current approaches will be analyzed from health care facilities' perspectives. No prerequisite. Alternate years. I.

PA 490. Directed Readings. (1-3)
Specialized assignments worked out between the faculty members and the student. Prerequisite: 6 hours in PA and consent of instructor.

PA 495. Internship. (3-6)
Hands on experience for the student in an administrative environment. Position in an agency to include specific job responsibilities. Placements at local, state, national and international level. Prerequisite: Senior status with at least 18 hours of PA coursework. I, II, S.

Also available to students is participation in the Washington Center program, which allows for a variety of placements in the Washington D.C. area. Students can earn 1-15 hours of credit in this program. I, II and S.

PA 499. Senior Seminar. (3)
Professional nature of public administration explored. A tying together of major themes in core PA courses in a seminar fashion.

Identification of what it means to be a public administrator. Prerequisite: Senior status as a PA major. 11.

Radiologic Science (RT)

The candidate for the Bachelor in Radiologic Technology has two tracts which can be completed: Radiography and Radiation Therapy. These programs lead to eligibility for certification in their respective areas.

The Radiography and Radiation Therapy programs are accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association in collaboration with the Joint Review Committee on Education in Radiologic Technology.

Persons who have completed or are currently enrolled in Radiologic Science Programs elsewhere are eligible for admission to the upward mobility program leading to a Bachelor of Science degree in Radiologic Technology. Formal acceptance into the upward mobility program will not be given until the student has successfully passed the Registry exam given by the American Registry of Radiologic Technologists. The student must then submit evidence of completion by official notification from the A.R.R.T. to the college registrar's office.

Computer competency will be demonstrated by successful completion of CS 110 or 120 or equivalent.

RADIOGRAPHY

Avila College, St. Joseph Health Center and Independence Regional Health Center, cooperatively offer a four-year integrated radiography program. Those who have been accepted into the major and have met requirements for the clinical portion of the program will begin their clinical work during the spring semester of their sophomore year.

Admission of Generic Students to the Radiography Program

1. Receive acceptance into Avila College by the Admissions Office.
2. Have an interview with the Radiography Program Director.
3. If there are more than ten students that have applied for the radiography major (in any one year) then the top ten students will be selected based upon a review of high school grade point average, college grade point average, (If any courses were taken), ACT or SAT and the interview.
4. The international student must pass the Michigan Test (administered at Avila College) at the standard score of 90 or above. A student who scores below 90 may repeat the examination no more than twice.

Admission of Generic Students to the Clinical Portion of the Radiography Program

1. Complete prerequisite courses with a cumulative grade point average of 2.0.
2. Complete at least 36 hours of college credit including the following prerequisites (must earn at least a "C" in all prerequisite courses):
    a. BI 220
    b. PH 117 or PH 231
    c. BI/HE 124
    d. MA 120
3. Complete health history, physical examination and immunizations required.

Admission of Registered Radiographers to the Upward Mobility Program

1. Receive acceptance into Avila College by the Admissions Office.
2. Evidence of Certification by the American Registry of Radiologic Technologists.

The candidate for the Bachelor of Science Degree in Radiologic Technology (radiography tract) must meet all requirements listed below:

1. Completion of 129 semester hours of academic work with a minimum cumulative grade point average of 2.0.

2. Completion of the general degree requirements as stated under the academic policies and procedures.

3. Maintain a "C" or above in all Natural Sciences, Mathematics, Allied Health and Radiologic Technology courses. These courses may be repeated only once to obtain the minimum grade of "C".

4. The following courses in the Radiologic Technology major must be completed:

   Natural Sciences Computers and Mathematics
   Biology: Bl 220, 221, 325 (12)
   Chemistry: CH 131 or equivalent (3,4)
   Computer Science: CS 110 or 120 or equivalent (3)
   Mathematics: MA 120 (3)
   Physics: PH 117 or 231 (4,5).

   BI/HE 124 (2).

   Radiologic Technology
   (Radiography)
   RT 101*, 201*, 202*, 205**, 206*, 254*, 255*, 328, 355**, 356*, 357*, 451**, 452**, 455, 456*, 457*, 458*, 459, 488*, and 9 hours of course work approved by the student's advisor.

   N.B.
   Registered Radiographers receive credit for all of the starred (*) courses totaling 39 hours. One can test out of all the other courses except 328, 455, and 459.

5. Radiologic Science majors may also earn minors in several different areas. The student should consult the catalog for additional information

RADIATION THERAPY TECHNOLOGY

Avila College and St. Lukes Hospital of Kansas City together offer an educational program in Radiation Therapy Technology, designed to produce competent technologists with capabilities to assume supervisory and educational positions. This innovative program leads to certification eligibility in Radiation Therapy Technology from St. Lukes Hospital of Kansas City and to the option of earning a Bachelor of Science Degree in Radiologic Technology from Avila College.

Admission of Generic Students to the Radiation Therapy Program

1. Applicants must be:

   a. registered in radiography (or registry eligible); OR
   b. a registered nurse; OR
   c. baccalaureate degreed, preferably in a science-related field.

Applicants who are registered nurses or baccalaureate degreed may be required to complete specific prerequisite courses in order to qualify for admission to the Program Core.

2. Receive acceptance into Avila College by the Admissions Office.

3. Have an interview with the Admissions Committee of the Radiation Therapy Program and receive their approval into the program. If there are more than three students that have applied for the Radiation Therapy Program then the top three will be selected based on high school grade point average, radiography grade point average, college grade point average (if any courses taken), ACT or SAT and the interview.

4. The international student must pass the Michigan Test (administered at Avila College) at the standard score of 90 or above and the Avila Oral/Aural test. A student who scores below 90 may repeat the examination no more than twice.

Admission of Generic Students to the Clinical Portion of the Radiation Therapy Program

1. Complete prerequisite courses with a cumulative grade point average of 2.0.

2. Complete at least 12 hours of college credits including the following prerequisites: (must earn at least a "C" in all prerequisite courses).

   a. PH 117 or 231
   b. MA 120

3. Complete health history, physical examination and immunizations required.

Admission of Registered Radiation Therapy Technologists to the Radiation Therapy Track

1. Evidence of Certification.

The candidate for the Bachelor of Science Degree in Radiologic Technology (radiation therapy track) must meet all requirements listed below.

1. Completion of 131 semester hours of academic work with a cumulative grade point average of 2.0.
2. Maintain a "C" or above in all Natural Sciences, Allied Health, and Radiologic Technology courses.
3. Completion of the general degree requirements as stated on page 57.
4. Completion of the following pre-clinical requirements: PH 117 or 231 and MA 120 and four (4) hours chosen from areas listed above.
5. Completion of the following courses in the major:

   Natural Science and Mathematics (23 hours)
   Biology: BI 220, 221 and 325 (12)
   Computer Science: CS 110 or 120 or equivalent (3)
   Mathematics: MA 120 (3)
   Physics: PH 117 (4) or PH 231 (5)
   BI/HE 124 (2).

   Radiologic Technology (28 hours)
   (Radiation Therapy)
   RT 470*, 471, 472, 473*, 474, 475, 476, 477*, 478*, 479* 487*.

   Registered Radiographers receive 39 hours of credit toward the Bachelors degree in Radiologic Technology. Registered Radiation Therapy Technologists will receive credit for the above starred courses totaling 17 additional hours. One can test out of all other radiation therapy courses.

   Students are required to take at least 30 hours of course work at Avila, not including credit by examination.

RADIOLOGIC SCIENCE COURSES (RT)

RT 101. Introduction to Radiologic Science. (3)
An overview of the radiologic technology profession, its history, and the criteria for success in the profession. Basic introduction to the effects of radiation, radiation monitoring and protection for personnel and patients, and radiographic imaging. Study of patient assessment and basic nursing skills necessary to provide for patients' physical and emotional needs, including safety procedures used during radiographic examinations. Three hours lecture per week.

RT 201. Radiographic Procedures I. (3)
Introduction to radiographic procedures, basic terminology, topographical landmarks, and examinations of the chest, abdomen, and extremities are studied. Correlation of theory and practical application in the laboratory. Three hours lecture, one hour laboratory per week. Prerequisites: BI 220, with a minimum grade of "C".

RT 202. Radiographic Procedures II. (3)
Review of anatomy and terminology pertinent to the digestive, urinary and biliary systems, and the study of procedures, positioning and contrast media used in radiographic examinations of these systems. Introduction to tomography is included. Correlation of theory and practical application in the laboratory. Three hours of lecture and laboratory per week. Prerequisites: BI 220.

RT 205. Radiologic Science I. (3)
Fundamentals of x-ray production, properties of x-ray tubes and circuits, mechanics of interaction with matter and an introduction to radiographic quality. Three hours of lecture per week. Prerequisites: MA 120, CH 131, PH 117 or 231.

RT 206. Film Evaluation I. (1)
Seminar course to evaluate all aspects of chest, abdomen, and extremities. Prerequisites: RT 201, 202.

RT 254. Clinical Education I. (3)
A clinical course focusing on policies, procedures and functions of the radiology clinical setting. With direct supervision, the student will develop clinical skills through observation and assistance in routine general

radiographic studies. 15 weeks of 20 hours per week at the clinical site. Prerequisites: See Admission of Generic Students to Clinical portion of Radiography Program. Concurrently with RT 101.

RT 255. Clinical Education II. (4)
A clinical course with emphasis on supervised application and evaluation of procedures in routine general radiographic studies and fluoroscopic and genitourinary procedures. Students will assist in these areas as directed by the supervising technologists. 8 weeks of 32.5 hours per week at the clinical site. Prerequisites: RT 201, 202, 205, 254, with a minimum grade of "C".

RT 265. Radiologic Pathology. (1)
An examination of pathological conditions related to various radiologic procedures. Classification of trauma and systemic processes will be studied as they appear radiographically. One hour lecture per week. Prerequisite: RT 452 with a minimum grade of "C".

RT/BI 328. Cross-Sectional Anatomy with Correlation of Image Modalities. (2,3)
Detailed study of cross-sectional anatomy of the head, chest and abdomen with correlation of computed tomography (CT), magnetic resonance imaging (MRI), and ultrasound. The third credit for this course involves a project chosen with instructor approval. Prerequisite: BI 220, I.

RT 355. Radiologic Science II. (3)
Advanced study of factors and conditions influencing radiographic quality and concepts and analysis of imaging systems. Three hours of lecture per week. Prerequisite: RT 205 with a minimum grade of "C".

RT 356. Clinical Education III. (5)
A clinical course with emphasis on supervised application and evaluation of procedures using contrast media, basic mobile radiography, tomography and continued supervised practice in application and evaluation of procedures in general radiographic studies. 16 weeks of 22.5 hours per week. Prerequisite: RT 255 with a minimum grade of "C".

RT 357. Clinical Education IV. (5)
A clinical course with emphasis on supervised application and evaluation of procedures involving the skeletal system, advanced mobile radiography, trauma radiography and continued practice with limited supervisions in application and evaluation of procedures in general radiography, basic mobile radiography and routine procedures using contrast media. 15 weeks of 22 hours per week. Prerequisites: RT 355, 356 and 451 with a minimum grade of "C".

RT 451. Radiographic Procedures III. (3)
Review of anatomy and terminology pertinent to the skeletal system. Radiographic positioning of the spine and skull. Correlation of theory and practical application in the laboratory. Three lecture hours and one hour of laboratory per week. Prerequisites: RT 201 and 202.

RT 452. Radiographic Procedures IV. (2)
Review of anatomy and terminology pertinent to the respiratory, vascular, reproductive, and neurological systems, including the procedures, positioning and contrast media used for radiographic examination of these systems. Two hours lecture per week. Prerequisites: RT 451 and 457 with a minimum grade of "C".

RT 455. Radiologic Science III. (2)
Advanced study of the various image modalities including CT and MRI. Two hours of lecture per week. Prerequisite: RT 355 with a minimum grade of "C".

RT 456. Film Evaluation II. (1)
Seminar course to evaluate all aspects of skull, spine, genitourinary, biliary and digestive systems. Prerequisites: RT 206, 451 with a minimum grade of "C".

RT 457. Clinical Education V. (4)
Students will be assigned to early evening shifts with limited supervision for continued emphasis in application and evaluation of procedures involving all aspects of diagnostic radiography. Emphasis is on emergency radiography. 8 weeks of 32.5 hours per week at the clinical site. Prerequisites: RT 357, 452, 455 with a minimum grade of "C".

RT 458. Clinical Education VI. (5)
A clinical course emphasizing the development of expertise in all radiographic procedures with indirect supervision in proven competency areas and direct supervision in other areas. Observation and limited participation with direct supervision in supplementary imaging

modalities. 15 weeks of 22 hours per week. Prerequisites: RT 457.

RT 459. Radiation Biology and Protection. (3)
Study of the interactions of radiation with matter, biological effects of ionizing radiation, quantities and units, radiation protection of patient and health care personnel; exposure guidelines and monitoring. Three hours of lecture per week. Prerequisite: BI 220 or consent of Radiologic Technology Program Director.

RT 470. Introduction to Radiation Therapy. (2)
This course is an introduction to the field of radiation therapy. Topics presented include the duties and responsibilities of the technologist, the history and development of the profession, hospital and departmental organization, professional organization, and basic clinical skills. 15 weeks of 2 hours per week at the clinical site.

RT 471. Radio Therapy Physics and Treatment Planning I. (3)
This course is a survey of the therapeutic applications of radiation. Topics presented include the physics of radiation production, interaction, attenuation and decay, radiation dosimetry, and the rationale for, and operation of teletherapy and high energy x-ray generators. 15 weeks of 3 hours per week at the clinical site.

RT 472. Clinical Oncology I. (2)
This course is a body systems approach to the radiation treatment of cancer. The pathology, histology, classification, principles and results of treatment, and diseases perspectives for skin, head and neck, and central nervous, respiratory and urinary systems will be presented. Attendance at staff conferences is required. 15 weeks of 2 hours per week at the clinical site.

RT 473. Radiation Therapy Clinical Education I. (4)
A clinical course with emphasis on supervised application and evaluation of radio therapeutic treatment of various body systems to include skin, head and neck and central nervous system. 15 weeks of 21 hours per week at the clinical site.

RT 474. Radio Therapy Physics and Treatment Planning II. (2)
This course is a survey of the therapeutic applications of radiation. Topics presented include the physical properties, calculations of dose, safety procedures, applicators, and treatment procedures for various brachy therapy sources. 8 weeks of 4 hours per week at the clinical site. Prerequisite: RT 471 with a minimum grade of "C".

RT 475. Clinical Oncology II. (2)
This course is a body systems approach to the radiation treatment of cancer, the pathology, histology, classification, principles and results of treatment, and disease perspectives for the digestive, reproductive, endocrine, circulatory and reticulo-endothelial systems, plus soft tissue and pediatric neoplastic, and metastatic disease will be presented. Attendance at staff conferences is required. 8 weeks of 4 hours per week at the clinical site. Prerequisites: RT 459, 471, 472 with a minimum grade of "C".

RT 476. Radio Therapy Physics and Treatment Planning III. (2)
This course is a survey of the therapeutic applications of radiation. Emphasis is on student preparation of computer plans and dose calculations for the radiation treatment of disease. 15 weeks of 2 hours per week at the clinical site. Prerequisite: RT 474 with a minimum grade of "C".

RT 477. Radiation Therapy Clinical Education II. (2)
A clinical course with emphasis on supervised application and evaluation of radio therapeutic treatment of various body systems to include the respiratory and urinary systems. 4 weeks of 40 hours per week at the clinical site. Opportunities to reinforce previously required clinical skills will be provided. Prerequisites: RT 471, 472, 473 with a minimum grade of "C".

RT 478. Radiation Therapy Clinical Education III. (3)
A clinical course with emphasis on supervised application and evaluation of radio therapeutic treatment of various body systems to include the digestive, reproductive, endocrine, circulatory, and reticulo-endothelial systems as well as soft tissue and pediatric neoplastic disease, and metastatic disease. Opportunities to reinforce

previously acquired clinical skills will be provided. 8 weeks of 30 hours per week at the clinical site. Prerequisite: RT 477 with a minimum grade of "C".

RT 479. Radiation Therapy Clinical Education IV. (4)
A clinical course with emphasis on supervised application and evaluation of radio therapeutic treatment of various body systems to include the calculation of dose, safety procedures, applications of brachy therapy sources. Opportunities to reinforce previously acquired clinical skills will be provided. 15 weeks of 21 hours per week at the clinical site. Prerequisites: RT 474, 475, 478 with a minimum grade of "C".

RT 480. Special Procedure Topics. (2)
An arranged course in which the student researches, evaluates and writes papers concerning topics in MRI, CT and Special Procedures. Prerequisites: Senior standing.

RT 485. Teaching Practicum in Radiologic Technology. (2)
The student will have actual experience in the radiologic technology classroom setting. Assisted by the R.T. Program Director, the student will develop a course module, instruct in the classroom and evaluate results of instruction. Prerequisites: Senior standing and consent of the Radiologic Technology Program Director.

RT 486. Clinical Practicum. (3)
Advanced Clinical Special Procedures course with emphasis on development of expertise and skills in special procedures and supplementary imaging modalities with limited supervision. 15 weeks of 10 hours per week. Prerequisites: Senior standing and RT 458. Concurrently with RT 480.

RT 487. Seminar in Radiation Therapy. (2)
This course is a study of interactions with matter and the biological effects of ionizing radiation. The course includes lecture on hyperthermia and a comprehensive overview of the content of radiation therapy technology. 15 weeks of 2 hours per week at the clinical site. Prerequisite: Senior standing.

RT 488. Radiography Curriculum Review (2)
A comprehensive overview of all aspects of diagnostic radiology with emphasis on procedures, technique, radiation protection, positioning and radiographic anatomy. Open only to second semester seniors in Radiologic Technology.

RT 490. Directed Studies in Radiology Management. (3)
To provide insight into the various aspects of departmental administration. The student will have assignments which will require interviewing various managers and physicians to get a better understanding of radiologic administration. Prerequisites: BU 321, 323 or consent of the Radiologic Technology Program Director.

RT 492. Educational Administration in Radiologic Technology (2)
Seminar and independent study of the organization, accreditation, curriculum design and funding of educational programs for radiologic technologists. Students are required to read health education articles and summarize each, devise a radiography curriculum for a college program and write a narrative explaining the accreditation requirements for a radiography program.

Respiratory Therapy (RP)

Avila College offers an upward mobility program for students who have a two-year degree in Respiratory Therapy. Students must contact the major advisor prior to enrollment.

The candidate for the Bachelor of Science degree in Respiratory Therapy must be a registered or registry-eligible therapist, must meet the college general education requirements, and must complete the following degree requirements.

Computer competency will be demonstrated by successful completion of a computer science elective of at least 3 credit hours.

Core Requirements:
Writing: EN 111 or 112 (3 hours)
Speech: CO 110 (3 hours)
Mathematics: MA 155 (3 hours)

Literature: (3 hours)
Western Civilization: (3 hours)
Philosophy and Theology: (9 hours in two areas)
Art, Music or Theater: (3 hours)
Foreign Language: (6 hours)
Natural Science: (7 hours) met by major requirements
Social Science: (9 hours in three areas).

Major Requirements:
BI 325 (4), CH 135 or 216 (requires general chemistry prerequisite)
CS elective (at least a 3 credit hour course)
RP 499 and 12 hours of emphasis electives selected by the student with the approval of the Major Advisor, NAHSM Department Chairperson and the Academic Dean.

Completion of at least 128 hours of academic work. The student must achieve a "C" or better in all required courses.

NO MINOR IS OFFERED.

RESPIRATORY THERAPY COURSES (RP)

RP 475. Clinic Specialty Training. (3)
An individualized course to allow the competent practitioner to gain additional information and skills in selected areas of practice within respiratory therapy. Prerequisite: Consent of respiratory therapy advisor and program director.

RP 485. Teaching Practicum. (3)
A structured, supervised teaching experience within the respiratory therapy program for an individual preparing to be an instructor in the field. Course design and classroom and clinic instruction will be carried out. Prerequisite: Consent of respiratory therapy advisor and program director.

RP 485. Management Practicum. (3)
A structured and supervised experience in management within the respiratory therapy department and hospital management in general. Prerequisite: Consent of the respiratory therapy advisor and program director.

RP 499. Seminar. (3)
A discussion series of current topics in respiratory care plus an introduction to and study of the methods of patient research in medicine. Prerequisite: Consent of the respiratory therapy advisor and program director.

Social Work (SW)

A major in social work provides preparation for beginning level generalist professional social work practice. The Bachelor of Social Work degree is accredited by the Council on Social Work Education.

Experiential learning credits are not granted in social work.

Criteria for completion of the B.S.W. degree:

1. Completion of all the general degree requirements as stated on page 57.
2. Completion of at least 128 semester hours of academic work with a minimum cumulative grade point average of 2.5 (on a 4.0 scale).
3. Achievement of a minimum grade of "C" in all Social & Behavioral Sciences and all Social Work Courses. Credit/No Credit option is not available in the major
4. Computer Competency will be demonstrated by successful completion of a one credit hour computer science course.
5. Completion of the following courses:

   Social Work 42 hours
   SW 201 Introduction to Social Work (2)
   SW 215 Social Welfare (2)
   SW 280 Practicum (1 credit each semester)
   SW 397 Research Methods (3)
   SW 451 Human Behavior in the Social Environment I (3)
   SW 452 Human Behavior in the Social Environment II (3)
   SW 461 Social Work Practice I (3)
   SW 462 Social Work Practice II (3)
   SW 463 Social Work Practice III (3)
   SW 465 Social Legislation and Policies (3)
   SW 495 Field Instruction I (5)
   SW 496 Field Instruction II (5)

SW 499 Field Seminar (1 credit each semester)
One course from a Special Interest Area (3): SW 302, 311 or 313.

Humanities 27 hours
English:
3 hours EN 111 or 112
3 hours Literature
Speech: 3 hours CO 110
Philosophy and Theology: 9 hours in 2 areas
Art, Music and Theater: 3 hours in one area
Foreign Language: 6 hours

Math and Science 11 hours
Natural Science: 7 hours in 2 areas including BI 115 Human Biology
Math: 3 hours
Computer Science: 1 hour

Social and Behavioral Sciences 27 hours
Economics: 3 hours EC 201
Political Science: 3 hours PS 120
History: 3 hours HI 101 or 102
Psychology: 6 hours PY 101 and 316
Sociology: 9 hours SO 101, 230 and 320.

SOCIAL WORK COURSES (SW).

SW 201. Introduction to Social Work. (2)
This course is designed to provide the student with an overview of the fields of practice of social workers. Attention will also be given to the historical development of social work as a profession, current issues in the field, and the potentials of a career in social work. Prerequisite: EN 111. I.

SW 215. Social Welfare. (2)
An analysis of policies and programs directed at specific social problems. A study of the growth and development of social welfare. Prerequisites: SW 201, PS 120 or consent of instructor. II.

SW 280. Practicum.
A short practicum experience for students exploring social work as a career. Two experiences are required. I, II.

SW 302. Working With The Elderly. (1-6)
See GS 302.
Communication with the Aged (1)
Group Processes and Techniques (1)
Counseling Older Adults and Family (1)
Abuse and Neglect of the Aged (1)
Advocacy for the Aged (1)
Working with Dying Client/Family (1).

SW 311. Child Abuse and Neglect. (3)
This course provides an overview of the child welfare system, including child abuse laws, reporting, and foster care; an emphasis on family functioning and dysfunctioning in relationship to children's services; and an emphasis on the relationship of the family to subsystems such as school, neighborhood and community. No prerequisite. I.

SW 313. Crisis Intervention. (3)
This course will develop an understanding of the dynamics of how crises develop and what steps can be taken to intervene effectively in crisis situations. No prerequisite. II.

SW 380. Topics in Social Work. (1-3)
Seminars on current issues and topics in Social Work practice. No prerequisite.

SW/SO/PS 397. Research Methods. (3)
Introduction to methodology and techniques; formulation of research problems; study design; hypothesis; sampling; measurement; questionnaire construction; interviewing and data collection; processing and tabulation; analysis and interpretation; presentation of findings. Prerequisite: Consent of instructor. I.

SW 451. Human Behavior in the Social Environment I. (3)
Normal growth and development of the individual from childhood through adolescence within the social contexts of the family, group relationships and community structures. Special attention will be given to cultural variations among American families. Prerequisites: SO 101, BI 115 and PY 101. Social Work majors only. I.

SW 452. Human Behavior in the Social Environment II. (3)
Normal growth and development from young adult through old age. Emphasis on the influence of institutional racism, sexism, ageism, and socio-economic class upon the growth, development and social functioning of the individual and family. This course will

expand the professional self-awareness of the student in dealing with diverse client groups. Prerequisite: SW 451, Social Work majors only. II.

SW 461. Social Work Practice I. (3)
Students will be introduced to a generalist approach to social work practice which will emphasize problem-solving and systems models. Included will be the study of social work values and ethics which undergird and guide practice. In addition to classroom instruction, the course includes laboratory experiences which deal with self-awareness, interpersonal communication, interviewing skills, recording and reporting skills. Prerequisites: SW 201, 451 and SO 320 or consent of the instructor. Social Work majors only. II.

SW 462. Social Work Practice II. (3)
This course is the second in a sequence of three social work practice courses utilizing a generalist approach to practice. Emphasis is placed on the application of the knowledge and skills gained in SW 461 to social work practice theory relating to intervention with individuals, small groups and the family. In addition to classroom instruction, this course includes laboratory experience. This course will be taught concurrently with first semester of field instruction. Prerequisite: SW 461 or consent of instructor. Social Work majors only. I.

SW 463. Social Work Practice III. (3)
This final course in the practice sequence builds upon SW 461 and 462 and expands a student's knowledge base in terms of providing beginning level professional service to organizations and the community. This course will be taught concurrently with second semester of field instruction. Prerequisites: SW 461, 462 or consent of instructor. Social Work majors only. II.

SW 465. Social Legislation and Policies. (3)
A review and critical analysis of the factors that shape and form social legislation and social policy in the broad fields of social welfare. Emphasis will be placed on an understanding of the importance of social policy formation and implementation for the generalist social worker. Prerequisites: SW 215, EC 201, PS 120 and a minimum of six (6) hours of upper-division Social Work courses or consent of the instructor. Social Work majors only. II.

SW 490. Independent Study. (3)
The student independently pursues an approved and directed in-depth study of a specific area of social service. Social Work majors only. I, II.

SW 495, 496. Field Instruction I, II. (5, 5)
All Social Work majors are required to fulfill a 550 clock hour field placement in a social service agency under the supervision of a professional social worker. Students are evaluated by field instructors after the completion of each 275 clock hours of work and a grade is then assigned. Prerequisites: SW 451, 461, 462 and 463 (which are taken concurrently). Social Work majors only. I, II.

SW 499. Field Seminar. (1, 1)
In conjunction with SW 495 and 496 students attend a two-hour per week, on-campus, seminar class that helps students integrate their field and classroom curricular components. Social Work majors only. I, II.

Sociology (SO)

Sociology is the study of human society and social behavior. Its subject matter is diverse and varied, ranging from the study of groups as small as a family to those as large as a corporation or mob. More specifically, sociology studies various aspects of society, including crime, religion, race, sex roles, aging and medicine.

Sociology is a popular major for students planning careers in areas such as government, education, social service, criminal justice, research, aging services and many more. Many sociology majors go to graduate school in areas such as law, psychology, public administration, social work and business, in addition to advanced study in sociology.

The sociology major at Avila prepares the student to analyze social groups and to understand how the roles people play and how interpersonal relationships affect our society. Students majoring in sociology at Avila choose

from two areas of emphasis. One area of emphasis is general sociology, in which the student takes courses from a variety of topics within sociology. The second area of emphasis is social gerontology, in which the student specializes in the study of aging. The candidate for the Bachelor of Arts degree in Sociology must complete all the general degree requirements as stated on page 57.

Computer competency will be demonstrated by the successful completion of SO 231 Computer Applications in Social Science. Major: 40 hours in Sociology consisting of SO 101, 230, 231, 290, 335, 397 and 495 or 498. In addition, the sociology major must complete 6 hours to be selected from the offerings of SO 390 and 14 hours selected from one of the following emphases:

General Sociology: 14 hours, 6 of which must be 300 level or above.

Social Gerontology: SO 302 (Sociology of Aging), BI 302 (Biological Processes and Aging) and 9 hours selected from SO 301 (Women in Later Life) and other SO 302 topics. Students in this emphasis must take SO 495 (Internship).

Minor:

18 hours including SO 101 with at least 9 hours of upper-division sociology courses (300 level or above).

Sociology majors and minors must receive a grade of "C" or higher in all courses taken in major or minor.

Course Content Areas:

Area 1: Social Institutions
SO 311. The Changing Family
SO 312. The Sociology of Health and Illness
SO 336. Issues in Family Life
SO 337. Family in Other Cultures
SO 380. Topics in Sociology: Sociology of Religion, Alternative Lifestyles

Area 2: Minority Studies
SO 240. Racial and Ethnic Relations
SO 301. Topics in Women's Studies
SO 302. Sociology of Aging
SO 302. Issues in the Sociology of Aging

Area 3: Social Dynamics
SO 250. American Culture in the Twentieth Century
SO 320. Social Systems
SO 322. Issues in City Life
SO 380. Topics in Sociology: Population and Human Ecology, Social Biology, Popular Culture, Work and Professional Life

Area 4: Social Psychology
SO 316. Social Psychology
SO 317. Issues in Social Psychology

Area 5: Deviance
SO 360. Criminology
SO 361. Juvenile Delinquency
SO 362. Corrections and Social Control
SO 363. Issues in Deviance

SOCIOLOGY COURSES (SO).

SO 101. Introduction to Sociology. (3)
An overview of the sociological perspective. The course emphasizes an understanding of everyday social reality and develops the student's ability to use sociological concepts to interpret social situations and social change. No prerequisite. I, II. BAC.

SO 111. Social Problems and Social Issues. (3)
Systematic examination of current social problems and issues rooted in the institutions of the American social structure. Such topics as racism, sexism, urban deterioration and ecological problems will be analyzed. No prerequisite. II. BAC.

SO/AN 122. Introduction to Cultural Anthropology. (3)
A survey of world cultures, both past and present. Of particular importance will be an examination of cultural universals and cultural variations throughout the world. The theoretical basis and methods used in cultural anthropology will also be covered throughout the course. No prerequisites. II. BAC.

SO/AN 221. Cultures of the World. (1-3)
A survey of the cultural and social processes that influence human behavior with comparative examples from different ethnic groups around the world. The course will focus on a comparative analysis of economic, political, religious and family structures in Africa, the

Americas, Oceania and the Orient. No prerequisites. I or II. BAC.

SO/PS/PY 230. Quantitative Methods. (3)
An introductory course in applied statistical techniques used in the social and behavioral sciences. Topics include descriptive statistics such as measures of central tendency and measures of dispersion. Special attention will be given to a systematic discussion of some widely-used inferential statistics such as Chi-square and regression. Prerequisite: Any college level course in mathematics. I, II.

SO/PY 231. Computer Applications. (3)
An introduction to the Statistical Package for the Social Sciences (SPSS). Prerequisite: SO 230 or equivalent. II.

SO 240. Racial and Ethnic Relations. (1-3)
Seminar on topics of current interest in minority life. Some selected topics include: Race and Racism, Minority Families in American Society, The Civil Rights Era, Asian-Americans, The Jewish Experience in America, The RSA and Northern Ireland. No prerequisite. Alternate years. I or II. BAC.

SO 250. American Culture in the Twentieth Century. (3)
This course will explore, attempt to account for, and assess the major changes in many areas of American life - including but not limited to politics, minority relations, family life, education and the arts. The theme of the course will relate to specific decades such as the 1960s. No prerequisite. Alternate years. I or II. BAC.

SO 290. Directed Studies: The Sociological Perspective. (2)
This course examines sociology as a "way of thinking". It focuses attention on the scope/range/diversity of sociology, sociology as a science, the development of sociology as an academic discipline, the relationship between sociology and other social/behavioral sciences, the utilization of critical thinking/reasoning in sociology, the sociology of everyday life and the library research methods used in sociology. Prerequisite: SO 101. Sociology majors and minors only. I, II.

SO 301. Topics in Women's Studies. (1-16)
See WS 301. BAC.

Minority Women in American Society (1)
Women in Professions (1)
Women in Blue Collar Occupations (1)
The Sociology of Housework (1)
Socialization and the Roles of Women (1)
Women and Middle Age (1)
Women in Later Life (1)
Female and Male Relationships (1)
Women as Leaders (1)
Dual-Career Families (1)
Women and Crime (1)
Male Sex Roles (1)
Gender, Health and Illness (1)
Women as Patients (1)
Women, Men and Power (1)
Women and Stress (1).

SO/GS 302. Sociology of Aging. (3)
Study of the sociological aspects of growing older to gain a better understanding of what aging is all about. Detailed look at social psychological problems associated with aging in American society. No prerequisite. Alternate years. II. BAC.

SO 302. Issues in the Sociology of Aging. (1-9)
See GS 302. BAC.

Aging, Health and Illness (1)
Health Care and Aging (1)
Relations with Relatives (1)
Families in Later Life (1)
Sexuality in Later Life (1)
Crime and Aging (1)
Work and Retirement in Later Life (1)
Drug and Drug Usage Among the Elderly (1)
Lifestyles and Housing of Older Adults (1).

SO 311. The Changing Family. (3)
Examination of the major aspects of the family as a social institution; the current trends, changing nature and possible developments of the family in the future. No prerequisite. I, II. BAC.

SO 312. The Sociology of Health and Illness. (3)
How various cultures and socio-economic groups view health and illness; how they deal with health problems; social factors in the epidemiology of disease; and how the current system of health care affects individuals. No prerequisite. I or II. BAC.

SO/PY 316. Social Psychology. (3)
Study of the formation, structure and functioning of groups including an analysis of group processes and group products in relation to the individual: Attitudes, beliefs, perception of self and others. Prerequisites: SO 101, or PY 101. I, II. BAC.

SO 317. Issues in Social Psychology. (3)
Seminar on topics of current interest in social psychology. Content variable. No prerequisite. I or II. BAC.

SO 320. Social Systems. (3)
General analysis of systems theory with specific emphasis on the nature of the social system; the major types, and the process of change as it affects these systems. Prerequisite: SO 101 or SO 122. I. BAC.

SO 322. Issues in City Life. (1-3)
Sequence of three one-hour courses focusing on selected dimensions of life in contemporary American urban communities. Some topics which are offered include: suburban lifestyles, urban transportation problems, small town lifestyles, revitalizing the American city. No prerequisites. Alternate years. I or II. BAC.

SO 335. Theories of Society. (3)
An introduction to theory construction with emphasis on the contemporary explanations of society and social life. Prerequisite: SO 101. I. BAC.

SO 336. Issues in Family Life. (1-3)
Sequence of three one-hour courses focusing on selected dimensions of contemporary family life. Some topics which are offered include parenting, divorce, remarriage and family violence. No prerequisites. Alternate years. I or II. BAC.

SO/AN 337. Family in Other Cultures. (3)
This course is a comparative, cross-cultural study of the family in selected societies. Through a discussion of different family systems, a comparison will be made with the American system. No prerequisite. Alternate years. I or II. BAC.

SO 360. Criminology. (3)
An introduction to the study of adult criminal behavior. Uses theory and research to analyze the etiology, treatment and prevention of criminal behavior. No prerequisite. Alternate years. I. BAC.

SO 361. Juvenile Delinquency. (3)
This course focuses on the causes, treatment and prevention of juvenile delinquency. Relevant theory and research will be utilized to evaluate the effectiveness of the current structure and function of the juvenile system in the corrections field. No prerequisite. Alternate years. II. BAC.

SO 362. Corrections and Social Control. (3)
Central focus is a survey of the primary means used in contemporary American society to punish, deter and rehabilitate criminal offenders; prisons; parole and probation; and community-based programs. Additional topics include the philosophy of corrections and historical and cross-cultural perspectives. No prerequisite. Alternate years. I or II.

SO 363. Issues in Deviance. (1-3)
Seminar on topics of current interest in deviance. Some selected topics include: victimization, violence and alcohol and drugs in American society. No prerequisite. Alternate years. I or II. BAC.

SO 380. Topics in Sociology. (3)
Seminar on topics of current interest. Selected topics are listed below. Consent of instructor. I or II. BAC.

1. Population and Human Ecology
2. Sociology of Religion
3. Alternative Lifestyles
4. Social Biology
5. Popular Culture
6. Work and Professional Life
7. Sociology of Sports

SO 390. Directed Studies in Sociology. (2)
Courses for sociology majors and minors only on topics chosen by the sociology faculty. Selected topics are listed below. Prerequisites: SO 101, 290. I, II, S.

1. Self and Socialization
2. Community
3. Stratification and Inequality
4. Social Change
5. Social Structure
6. Field Experience

SO/SW/PS 397. Research Methods. (3)
Introduction to methodology and techniques; formulation of research problems; study design; hypotheses; sampling; measurement; questionnaire construction; interviewing and data collection; processing and tabulation; analysis and interpretation; presentation of findings. Prerequisite: Consent of instructor. I.

SO 495. Internship. (3)
Practicum in a community setting where student may apply research and/or analytical skills. Prerequisite: Sociology majors only; senior standing. I, II.

SO 498. Independent Research. (3)
Directed studies to provide opportunities for students to utilize their research and theoretical training by conducting a research study. Prerequisites: SO 397, SO 230 (or equivalent) and SO 231. Sociology majors only, senior standing. I, II.

Spanish (SP)

No Major or Minor is offered.

SPANISH COURSES (SP)

SP 111, 112. Spanish I, II. (3, 3)
Elements of the language; aural comprehension, oral ability, reading and writing of simple Spanish. For students beginning Spanish or presenting one unit of high school Spanish. Prerequisite: SP 111, or its equivalent, for SP 112. BAC.

SP 215, 216. Spanish Conversation I, II. (3, 3)
Continuation of the study of grammar and vocabulary with emphasis on building and improving oral and written communication skills through selected readings, language videos and cultural presentations by guest speakers. Prerequisites: SP 111 and 112, or their equivalent, for SP 215; and SP 215, or its equivalent, for SP 216. BAC.

SP 317. Spanish Composition. (3)
Review of Spanish grammar and emphasis on basic writing techniques. Prerequisites: SP 215 and 216, or their equivalent. BAC.

Study Tour (ST)

No Major or Minor is offered.

STUDY TOUR COURSES (ST)

ST 304. Study Tour. (1-3)
Short off-campus courses offered in a variety of locations for students who wish to expand their understanding of the peoples and cultures of the world. Includes preliminary lectures and readings, and an individual project after returning from the off-campus site. Prerequisite: consent of instructor.

Theater (TR)

Degrees offered:
Bachelor of Arts. (B.A.)
Major: Theater. Bachelor of Fine Arts (B.F.A.)
Majors: Musical Theater or Theater with choice of concentrations — Acting, Directing/Producing, Technical Theater/Design.

Computer competency will be demonstrated by successful completion of CS 110 - Understanding Computers, or its equivalent. In addition, students registered in TR 323 and 324, History and Literature of the Theater I and II, will be encouraged to submit written requirements (papers, reports, etc.) as produced on a word processor.

Bachelor of Arts Degree
The candidate for the Bachelor of Arts in Theater must complete all the general degree requirements as stated on page 57. An applicant seeking B.A. candidacy must obtain written approval as a Theater major from the Theater Board at the close of the sophomore year. Grades of CR/NC are not permitted with the Theater major requirements.

Major:
CO 110, DA 115; TR 211; 221 or 225; 227, 251, 253, 255, 271, 272, 281, 323, 324, 380, 455, 461, 462.

Theater Education:

A program in Speech/Theater Education, 7-9 and 7-12 certification, approved by the State

of Missouri, is offered. Kansas certification requirements may be completed concurrently. See Education section.

For certification with either B.A. or B.F.A. degree, consult with Theater advisor.

Minor:
TR 110, 251, 253, 271, 272, 281, 323, 324.

Bachelor of Fine Arts Degree
The candidate for the Bachelor of Fine Arts in Theater must complete all the general degree requirements as stated on page 57. In addition, the B.F.A. candidate must complete the following:

- After completion of 12 Avila semester hours, the candidate must submit to the Theater Board a written request for B.F.A. candidacy.
- Grades of P/F are not permissible in the B.F.A. major courses.
- Completion of at least 24 upper-division hours in the major at Avila.
- Completion of a total of 82 semester hours in the Musical Theater major.
- A maximum of 75 hours in any single subject is allowed.

Major:
CO 110; DA 115; MU 287; TR 211, 221 or 225, 227, 251, 253, 255, 271, 272, 281, 323, 324, 380, 390, 455.

Concentrations:

Acting:
TR 377, 378, 413, 463, 471, 472, 473, 474.

Directing/Producing:
BU 321; TR 461, 462, 463, 490; 6 hours selected from Stage Management Practicum, Theater Management Practicum and Directing Practicum.

Technical Theater/Design:
TR 451, 452, 453, 454, 457 (6 hours), 461; 6 hours selected from Theater Technical Practicum, Costume Practicum and Stage Management Practicum.

See MU section of catalog for specific requirements of the Musical Theater program.

THEATER COURSES (TR)

TR 110. Survey of Western Theater. (3)
Understanding and appreciation of drama as an art form; study of what is drama, its various genres and social impact. Designed for non-theater majors. No prerequisite. BAC.

TR 211. Functional Voice and Diction. (3)
Study of the physiology of the vocal mechanism and sound formation. Lecture and lab sessions to insure proper training of voice and to achieve voice mastery and power.

TR/PY 215. Introduction to Psychodrama. (3)
Theoretical basis of psychodrama and review of research about the effectiveness of this approach for facilitating personal development. Participation in psychodramas illustrating principles studied. Fall, odd years.

TR 221. Fencing, Foil. (2)
Competition tactics and performance.

TR 225. Stage Combat. (2)
Introduction to techniques of hand-to-hand choreographed combat and falls. Prerequisite: permission of department.

TR 227. Stage Make-up. (2)
Techniques in application of theatrical make-up for various character types and styles. Study of the structure of the face and its relationship to theatrical make-up.

TR 251. Stagecraft. (3)
Introduction to scenery construction and the elements of theatrical design. Laboratory required.

TR 253. Lighting. (3)
Introduction to the principles and theories of lighting stage productions. Laboratory required.

TR 255. Costume Techniques/Wardrobe Practices. (3)
Techniques of costume construction including the study of fabrics, color, fundamentals of pattern making; wardrobe practices and the construction of costumes for stage productions. Laboratory required.

TR 271. Principles of Acting. (3)
Training in basic elements of the performer's craft. Exercises and class projects to facilitate

the understanding of and sensitivity to a given theatrical situation.

TR 272. Principles of Scene Work. (3)
Exploration of texts, language and scenes. In-depth analysis of an action; experience in class presentations. Prerequisite: TR 271 or permission of department.

TR 281. Script Analysis/Directing Principles. (3)
Analysis of scripts with application to directing fundamentals in a laboratory experiential situation. Prerequisite: TR 272.

TR 285. Theater Technical Practicum. (1-2)
Participatory stagecraft and production experience. May be repeated for credit. Prerequisite: permission of department.

TR 285. Costume Practicum. (1-2)
Participatory experience assisting the design and execution of costumes for department production. May be repeated for credit. Prerequisite: permission of department.

TR 285. Stage Management Practicum. (1-2)
Participatory experience by assuming duties as stage manager or assistant stage manager for department production. May be repeated for credit. Prerequisite: permission of department.

TR 285. Directing Practicum. (1-2)
Participatory experience by assuming duties as assistant director for department production. May be repeated for credit. Prerequisite: permission of department.

TR/GS 302. Therapeutic Uses of Drama. (1)
Examines the role of drama in activity and treatment programs for the aged. Emphasis on various techniques to design effective programs for older people. No prerequisite.

TR/PY 315. Advanced Techniques in Psychodrama. (3)
Advanced study of psychodrama techniques. Prerequisite: TR 215. 1, odd years.

TR 323. History and Literature of the Theater I. (3)
Development of theater and drama from the Greek to Elizabethan periods. BAC.

TR 324. History of Literature of the Theater II. (3)
Development of theater and drama from the Elizabethan period to the present. BAC.

TR 377. Auditioning Techniques. (3)
Preparatory steps for interviews, auditions, selection of material, proper dress, demeanor and media; resume and vitae writing; practical class projects. Prerequisite: permission of department.

TR 378. Improvisational Theater. (3)
Exercises to ease physical and mental tension so that the imagination and body are stimulated to produce spontaneous and intuitive responses to improvisational situations.

TR 380. Special Topics. (1-3)
Selected topics to be determined by the department.

TR 390. Directed Studies. (3)
Under faculty supervision, an advanced study project is pursued in the area of choice. Prerequisite: permission of department. May be repeated for credit with departmental approval.

TR/CO 411. Media Production and Performance. (3)
Investigation of the influence of media on the actor's performance and study of production styles within an audio or video context. Examination of script, blocking for video, and working with actors, directors and production crew. Participation in script adaptation, pre-production planning, actual production, and post-production editing and evaluation. Prerequisite: departmental approval.

TR 413. Dialects/Accents. (3)
Laboratory work in the study and application of rhythms and inflections that comprise regional dialects and flavors. Prerequisite: TR 211 or departmental approval.

TR 451. Scene Design Concepts. (3)
Principles and theories of scenic composition. Survey of architectural and scenic styles. Practice in model craft. Prerequisite: TR 251 or equivalent.

TR 452. Scene Design Techniques. (3)
Survey of theater architecture. Study of the designer in a production organization. Practice

in drafting and perspective drawing. Prerequisite: TR 251 or equivalent.

TR 453. Scenery-Prop Construction. (3)
Advanced techniques in woodworking, painting, metal, fabric and plastics. Prerequisite: TR 251 or permission of department.

TR 454. Advanced Lighting. (3)
Advanced problems in stage lighting. Prerequisite: TR 253 or permission of department.

TR 455. History of Costume. (3)
Survey of historical dress from the Egyptians to the present, with emphasis on those periods most often used in theatrical productions.

TR 456. Costume Design Concepts. (3)
Practice in a variety of rendering techniques: capture the psychology of characters and interpret the play through line and color in costumes. Designing costumes as part of a total production. Prerequisite: TR 455.

TR 457. Advanced Design Project. (3)
Advanced projects in the principles and theory of design (scene/light/costume/sound); possible designing for theater productions. Prerequisite: permission of department. May be repeated for credit.

TR 461. Stage Management. (3)
Techniques for stage managers in educational, community and professional productions.

TR 462. Theater Management. (3)
Survey of business management in educational, community and professional theater.

TR 463. Advanced Directing. (3)
Practical application of principles and directorial concepts in class and studio projects. Prerequisite: TR 281 or permission of department.

TR 465. Theater Management Practicum. (1-2)
Participatory experience in Goppert Theater management for advanced students. Selected individual projects prepare students for future management situations. May be repeated for credit. Prerequisite: TR 462.

TR 471. Acting/Classical. (3)
Analysis of period styles and projects in modes of acting from the Greeks through the French Neo-classics. Prerequisite: TR 272 or permission of department.

TR 472. Acting/Modern. (3)
Analysis of period styles and projects in modes of acting from the Restoration through the Modern period. Prerequisite: TR 272 or permission of department.

TR 473. Acting/Characterization. (3)
Practice in character analysis and projects emphasizing characterization. Prerequisite: TR 272 or permission of department.

TR 474. Acting/The Individual. (3)
Advanced approach to individual needs and projects to demonstrate the actor's strengths. Prerequisites: TR 272 or permission of department.

TR 480. Special Topics. (1-3)
Selected topics to be determined by the department.

TR 490. Directed Studies. (3)
Under faculty supervision, an advanced study project is pursued in the area of choice. Prerequisite: permission of department. May be repeated for credit with departmental approval.

TR 495. Internship. (3)
Student pursues, under faculty supervision, an internship project in the area of choice. Prerequisite: permission of department.

Theology (TH)

Computer competency will be demonstrated by successful completion of CS 110 - Understanding Computers, or its equivalent. The candidate for the Bachelor of Arts in Theology must complete all the general degree requirements as stated on page 57.

Major:
Twenty-seven semester hours in Theology to be chosen with the approval of the major advisor.

Minor:
Eighteen semester hours in Theology to be chosen with the approval of the minor advisor.

For those not enrolled in a degree program, a certificate of major equivalence will be awarded for the required twenty-seven semester hours, or a certificate of minor equivalence for the required eighteen semester hours.

THEOLOGY COURSES (TH)

TH 111. Introduction to Theology. (3)
Promotes critical thinking about God, religion, the human endeavor and striving for happiness from a theological perspective. BAC.

TH 115. Introduction to the Old Testament. (3)
Focuses upon the essential stories of Israel retold in successive moments of crisis when faced with problems of self-identity. Considers the formation and reformation of Biblical traditions as reactions to critical moments in the history of Israel. BAC.

TH 117. Old Testament Prophets. (3)
The burden of the Prophets—compassion for people, sympathy for God—carried these Seers into the mainstream of Israelite life. Prophets were summoned to urge people to encounter the Lord within the turbulence of the marketplace, there to deliver a specific message from Yahweh. Listen to Amos, to Isaiah, proclaiming a "shape-up-or-ship-out" message to a beleaguered nation on the verge of moral bankruptcy. BAC.

TH 223. The Three Gospels: Matthew, Mark, Luke. (3)
Study of the words and deeds of Jesus of Nazareth as recorded by Matthew, Mark and Luke in order to grasp the meaning of the life of Jesus Christ. Consideration given to authorship and sources, from criticism and redaction criticism. Certain Old Testament themes considered in order to understand Jesus as the fulfillment of the Old Testament. BAC.

TH 225. The Letters of Paul. (3)
Designed to study Christ in the theology of Paul. Through his letters, the Church of the apostolic age and the 20th century glimpse the problems and difficulties, the triumphs and failures, of second-generation Christians. Each letter is studied in its chronological sequence and those passages most characteristic are studied intensively to provide a base for the theological synthesis. BAC.

TH 227. The Gospel of John. (3)
Emphasizes John's Gospel from the perspective of the signs and wonders wrought by Jesus. Among signs to be studied: changing water into wine, multiplication of loaves and raising of Lazarus. Stresses how to develop the experience of awe and wonder today. BAC.

TH 235. Moral Theology. (3) Introduction to the moral tradition of the Church from the Old Testament through the 20th Century. Focus on the process of developing responsible theological reflection on the questions that different historical circumstances pose in the faith community.

TH 249. Jesus Christ. (3)
"Who is Jesus Christ?" Attempts to provide answers to this question through a study of early Christological Church Councils, new and improved understanding of scriptural data about Jesus, and Christological thought of modern and contemporary theologians. BAC.

TH/WS 301. Women in Scripture. (1)
Contrary to common belief, past cultures have produced their fair share of liberated women. Study of the lives and accomplishments of some of the liberated women of the Old and New Testaments. No prerequisite.

TH/WS 301. Women in the Church. (1)
Women's voices in the Church traditionally have been silenced; but some heroines, past and present, sinners and saints, scholars and ministers have spoken the truth about their lives and experience. Exploration of the different forms of Christian feminism in the Church. No prerequisite.

TH 319. The Sacraments. (3)
Study of the Biblical principle of sacramentality and its expression in the seven sacraments of the Catholic Church: Baptism, Confirmation, Eucharist, Penance, Matrimony, Holy Orders, Extreme Unction. Sacraments studied from a Biblical and historical perspective. BAC.

TH 331. History of Christianity. (3)
Explores the origins and developments of Christianity in the context of the contemporary person. BAC.

TH 333. U.S. Christian Heritage. (3)
Traces the history of some major Christian denominations in the United States. Begins with the Puritans and concludes with the new conservatism of the 1980s. In between, a survey of Roman Catholicism, Episcopalianism, Quakerism, the Presbyterians, Baptists, Methodists, etc., with emphasis given to the history of Roman Catholicism in the United States. Emphasizes those elements that unite many Americans religiously: belief in the importance of moral behavior, providence of God and separation of church and state. BAC.

TH 335. Catholicism. (3)
Presentation of the fundamental beliefs of Catholics on God, Christ, the Spirit, Scripture, Liturgy, the Sacraments and the Church. Discussion of contemporary trends and problems with Catholicism. No prerequisite. BAC.

TH 349. World Religions. (3)
Both an historical and critical look at human religious experience through a comparative study of Buddhism, Confucianism, Hinduism, Islamism, Judaism and Taoism. Topics include the varieties of religious faith expression, ideas of the holy and sacred, conceptions of the divine, scripture and ritual, and religious morality. No prerequisite. BAC.

TH 351. Liberation Theology. (3)
Introduces liberation theology, known as "theology in movement". Consideration of its main themes and challenges, roots in Latin America and reverberations throughout the world in the context of scriptural teachings on justice, freedom and the human person. Shows how the Christian religion can be an agent in promoting social and individual liberation, how faith and politics relate and how the Christian faith involves the struggle for social justice. BAC.

TH 380. Special Topics. (1-3)
Selected topics to be determined by the department.

TH 480. Special Topics. (1-3)
Selected topics to be determined by the department.

TH 485. Practicum. (3)
Experience in one of the specialized areas of Theology, with departmental guidance and supervision.

TH 490. Directed Studies. (2-3)
Approved and directed in-depth study of a specific area of Theology, according to student need and interest.

TH 499. Junior-Senior Seminar. (3)
Selected topics for review and study in Theology.

Washington Center

No major or minor offered.

WASHINGTON CENTER COURSES

Dept. 303 Washington Center
Washington Center is a non-profit organization in Washington, D.C. that provides placement, supervision and evaluation for 1) internships and 2) seminars in a wide variety of academic areas. Consult the Washington Center Coordinator for details. The department in which the internship and/or seminar takes place will be reflected on the student's transcript.

Women's Studies (WS)

No major offered.

Minor:
Eighteen hours in Women's Studies to be chosen with the approval of the advisor.

WOMEN'S STUDIES COURSES (WS)

WS/BI 301. Human Sexuality. (1-3)
This course examines the biological basis of human sexuality. Topics include sexual development, mechanisms and the physical and functional aspects of males and females. No prerequisite.

WS/CO 301. Women and the Media. (1)
A historical archetypical investigation of the interpersonal and psychological processes

involved in mass media projections of femininity. No prerequisite.

WS/CO 301. Communication Between the Sexes. (1)
Provides a framework for understanding how and why communication behaviors are related to sex differences and role stereotypes, and how these behaviors may affect our personal, professional, educational and other experiences. No prerequisite.

WS/EN 301. Images of Women in Literature. (1-3)
Discussion of novels, short stories, poetry and drama that deal with women's changing roles in life, their psychological motivations and their struggles to understand self and realize individuality. No prerequisite.

WS/HI 301. Topics in Women's History. (1-3)
Covers the development of the image of women in world and American history and the feminist movement in recent European and American history. No prerequisite.

WS/TH 301. Women in Scripture. (1)
Contrary to common belief, past cultures have produced their fair share of liberated women. This course will study the lives and accomplishments of some of the liberated women of the Old and New Testaments. No prerequisite.

WS/TH 301. Women in the Church. (1)
Women's voices in the Church traditionally have been silenced; but some heroines, past and present, sinners and saints, scholars and ministers have spoken the truth about their lives and experience. Exploration of different forms of Christian feminism in the Church. No prerequisite.

WS/PY 301. Psychology of Women. (3)
Exploration of the psychological factors contributing to female needs and personality traits. The personal assets and strains associated with female psychology will be related to student's personal experiences. No prerequisite.

WS/SO 301. Women, Men and Power. (1)
An examination of the uses of power by women and men in a variety of settings. Topics include power in marital relationships, sexual relationships and working relationships. No prerequisite.

WS/SO 301. Minority Women in American Society. (1)
A study of the female's traditional and changing roles in various minority groups (religious, economic, racial, ethnic) in American society. No prerequisite.

WS/AN 301. Women in Other Cultures. (1-3)
Examination of women's roles in various societies including cross-cultural comparisons. No prerequisite.

WS/SO 301. The Male Sex Role. (1)
An examination of the male sex role in the United States. Of particular attention is the socialization of the American male, the consequences of this socialization and the elements of the male sex role today and in the future. No prerequisite.

WOMEN AND WORK. (1-7)

WS/PA 301. Women and Management. (2)
The thrust of this course is on the unique problems encountered by women managers and supervisors; assesses techniques of dealing with such problems, administrative decision-making and conflict resolution procedures. No prerequisite.

WS/SO 301. Women in Professions. (1)
A study of women's positions in American professions in order to achieve an understanding of the realities and analytical problems facing the professional woman as well as a prognosis for the future. No prerequisite.

WS/SO 301. Women in Blue-Collar Occupations. (1)
An examination of the unique experiences of women in blue-collar jobs. These include discrimination and sexual harassment. Also discussed is the future of full-time employment for women in blue-collar jobs. No prerequisite.

WS/SO 301. The Sociology of Housework. (1)
This course examines work in a special setting, the home. Topics include the division of labor in the home, differences between housework and other types of full-time employment, and alternative forms of housework. No prerequisite.

WS/SO 301. Women as Leaders (1)
This course will focus on women in decision-making positions in both the public and private sectors. Topics will include leadership roles, socialization of women for leadership roles, perceptions of women in leadership roles and socio-structural factors which affect the movement of women into leadership positions. No prerequisite.

WOMEN THROUGH THE LIFE CYCLE. (1-3)

WS/SO 301. Socialization and the Roles of Women. (1)
Analysis of the socialization and education of the American female, the consequences of this socialization and the roles women traditionally perform and may perform in the future. No prerequisite.

WS/SO 301. Women and Middle Age. (1)
An exploration of the life experiences of middle-aged women. Much of the course will discuss various transitions in roles women experience as they age. Topics include the personal, family and career lives of middle-aged women. No prerequisite.

WS/SO 301. Women in Later Life. (1)
Examines the effects of aging, biological and psychosocial, on women. Special emphasis on social status of aged women and economic security, employment, retirement, income maintenance. No prerequisite.

WOMEN AND THE LAW. (1-3)

WS/PS 301. Women in Politics. (1)
Study of the basis of female participation in the American political process, who participates and why, political issues relevant to American women's power and minority status. No prerequisite.

WS/SO 301. Women and Crime. (1)
Study of deviancy patterns among women, types of deviancy, characteristics of the female offender, encounters with the criminal justice system, rehabilitation patterns. No prerequisite.

WS/PS 301. Legal Rights of Women. (2)
Exploration of the current issues surrounding women's rights. Topics include credit rights, employment rights, procreation rights, political (citizen) rights, etc. No prerequisite.

WOMEN IN THE FAMILY. (1-2)

WS/SO 301. Female and Male Relationships. (1)
After examining a wide variety of female and male relationships, this course will focus on topics such as abrupt and gradual transitions in a relationship, the emerging of relationships and the breakdown of female and male relationships. No prerequisite.

WS/SO 301. Dual-Career Families. (1)
This course examines those family situations where both parents work outside of the home. Topics include the consequences of a dual-career family style on children and adults, housework in a dual-career family and power relationships in a dual-career marriage. No prerequisite.

WOMEN AND HEALTH. (1-2).

WS/SO 301. Gender, Health and Illness (1)
This course will examine the gender differences in disease and death. Among the topics will be the determinants of these differences and the consequences of these differences for women. No prerequisite.

WS/SO 301. Women as Patients. (1)
This course examines the illness experiences of women. Much of the course will focus on the illness behavior of women. Specific topics include the perception of illness by women, relations between female patients and practitioners and the use of health services by women. No prerequisite.

WS/SO 301. Women and Stress. (1)
This course focuses on the stress experiences of women. Among the topics covered are the stresses experienced by women, the coping strategies used by women and the consequences of stress for women. No prerequisite.

GRADUATE PROGRAMS/COURSES

Academic Policies

Catalog Student Must Follow

The catalog in existence at the time a student first enrolls at Avila College is the one a student should follow in order to fulfill graduation requirements. With departmental approval, a student may choose to fulfill degree requirements under another catalog in existence during the student's attendance at Avila College.

If a student does not attend Avila College for four consecutive semesters (not including summer sessions), the student must then fulfill the requirements of the catalog in existence at the date of re-enrollment.

The dates of the catalog a student follows to fulfill degree requirements must be stated on the degree application.

Progress Toward Degree

A student accepted into a Graduate Program is expected to work consistently toward the degree and to register in the program until all requirements are met. Ordinarily, a student registers each semester for a minimum of three credit hours.

A student who does not register for graduate courses during two consecutive years will be required to reapply for admission to the Graduate Program; no fee is required for readmission.

To be granted a degree, all coursework must be completed within the timeframe specified by the given Graduate Program:

MBA - Seven years;
Psychology - Seven years;
Education - Five years.

Transfer of Credit

Avila College accepts transfer credits from other institutions as recommended in the transfer credit practices directory published by the American Association of Collegiate Registrars and Admissions Officers. Ordinarily, only six (6) hours of "A" or "B" graduate coursework may be transferred.

Academic Advising

Students must meet with their assigned academic advisor. Academic advising is required prior to each registration. Students are encouraged to contact their advisor at other times throughout the semester for information about college policies, services or professional opportunities.

Registration

Students should register prior to the beginning of classes. Late registration or class section changes may be permitted:

- During the first week of a 15-week course, including arranged classes;
- One week prior to the beginning of a weekend intensive course;

- On the first day of class for 5-week, 7-week and summer classes.

A late registration fee will be charged.

Repeated Course

Graduate students may repeat courses according to the policy of the program in which they are enrolled. The most recent grade earned is reflected in the cumulative grade point average. However, all course entries remain a part of the permanent record and credit is forfeited for all previous attempts.

- MBA Program: Students may repeat those courses in which they earned a grade of "C" or "F". Only two courses may be repeated during the entire program.

- Education/Psychology Programs: Only one course may be repeated during the entire program.

Independent Study

Students may enroll for independent study with the permission of the instructor and the Department Chairperson. For students in Education and in Psychology, independent study is limited to three credit hours.

Courses Offered for both Graduate and Undergraduate Credit

Students enrolled in Graduate Programs may take courses which are cross-listed and offered for both graduate and undergraduate credit. However, they must take a minimum number of credits in courses exclusively reserved for graduate students as indicated below:

MBA	24 hours
Education	27 hours
Psychology	27 hours

Class Attendance

Students are expected to attend all sessions of courses for which they are registered. Excessive absence may result in a grade of "F".

Academic Honesty

Avila College expects and requires academic honesty from all members of the college community. Cheating, plagiarism and falsification of documents will not be tolerated and appropriate sanctions will be imposed.

Program Changes and Withdrawals

Program changes and withdrawals are official when forms that are available in the Registrar's Office have been obtained, completed and returned by the student to that office. Students who do not officially withdraw from a course by the date published in the class schedule will receive a final grade of "F".

The fee for each change is $15. There is no fee for changes made as the result of classes cancelled by the college.

Credit Hours and Grading System

Grades	Points per credit hour
A = Excellent	4
B = Good	3
C = Minimum Pass	2
F = Failing	0

W = Withdrawal without academic assessment

AU = Audit. Courses may be taken for audit with approval of the instructor. A student may change a credit course to audit prior to the tenth week of classes. A student may also change an audit course to credit with permission of the instructor prior to the fourth week of classes. A stipulation of audit is mandatory class attendance and, if not met, a student may be withdrawn at the discretion of the instructor.

I - Incomplete. Course work required for a grade must be completed within six weeks after the close of a session unless a shorter time is stipulated by the instructor; if not, the grade of Incomplete will be changed to an "F". All assigned incomplete grades must have a Contract for an Incomplete Grade form completed and submitted by the instructor along with the final grade sheet. The Contract for an Incomplete Grade form can be obtained in the Registrar's Office. The charge for changing an Incomplete Grade is $5 per incomplete. See MBA program for policy on incomplete (I) grade in a graduate Directed Study or Research Course.

The basis for determining the academic standing is the point-hour ratio. The Grade Point Average (GPA) is obtained by dividing the total number of semester hours, including transfer credits, but excluding grading assessments of W, AU and I. All grades for courses retaken will be displayed on the transcript, but only the most recent grade will be averaged into the GPA.

Grade Reports

Students with an "F" grade in any course at mid-semester will be notified.

At the end of each semester a copy of the student's grades is mailed to the student's home address.

Transcripts

Students who have satisfied all financial obligations to the College are entitled to a transcript of their academic record.

Due to the confidential nature of a student's record, transcripts are issued only on written authorization of the student concerned. Telephone requests will not be accepted. Written requests should be directed to the Office of the Registrar.

OFFICIAL transcripts are forwarded directly by mail to other institutions. UNOFFICIAL transcripts are issued to the student for personal use. The fee for each transcript is $2, payable in advance.

Release of Student Information

Avila College is in compliance with the Family Education Rights and Privacy Act of 1974 for the reviewing of educational records. Students may request to review educational records as follows:

- Complete and sign a request with the office concerned.
- Set up an appointment for reviewing record.

Appeals Procedure for Academic Matters

Students have recourse to an appeals procedure for the review of student course grades received at Avila College. Guidelines and Request Forms are available in the Office of the Academic Dean.

Application for Degree

Students must file an application for degree with the Registrar's Office during the semester prior to their final semester at the college, stating the expected date of degree completion.

Deadline dates for filing:

March for Summer degree candidates
April for December degree candidates
October for May degree candidates
(check the academic calendar listed in the class schedule for specific dates)

If students do not complete the degree requirements by the expected date of completion, they must file a new degree application in the Registrar's Office.

After the degree application is filed with the Registrar's Office, a survey of all academic work is reviewed by the Registrar to verify degree requirements still needing to be satisfied. Written notification of those requirements will be sent from the Registrar to the student.

Participation in Commencement

Students who have three (3) or fewer credits to complete during the summer session may participate in the May Commencement exercises.

Course Numbering System

091-099	Skills courses
101-199	Introductory courses
201-299	More advanced introductory courses; may have prerequisites
301-309	Interdisciplinary courses
310-449	Upper-division courses open to all students
451-499	Upper-division courses open to majors/minors only
501-599	Foundational graduate courses
601-699	Graduate courses

Consecutive numbers separated by a comma, e.g., FR 111, 112, indicate a course sequence through the year.

The number in parentheses after the course title indicates the credit in semester hours.

The Roman numeral following the course description indicates the semester in which the course is given. First semester course offerings are indicated by I; second semester, II; summer session, S. Where frequency of course offering is not indicated, the course is given as required.

Programs and Courses of Instruction

Master of Business Administration (MBA)

Concentrations:

Accounting
Finance
General Management
Health Care Administration
Human Resources
International Business
Management Information Systems
Marketing Operations

The MBA program provides preparation for men and women to assume administrative positions in a broad range of business and other types of institutions within our society. A student with a bachelor's degree in any academic discipline may enroll in Avila's MBA program.

Admission Requirements

Admissions requirements for the MBA program are a baccalaureate degree from an accredited institution and at least 1000 points based on the formula: 200 × the GPA on the last 60/90 semester/quarter hours (4.0 system) plus the GMAT score. Foreign students should have a minimum 450 score on the GMAT examination and a minimum 550 score on the TOEFL test. Students not meeting these requirements may petition for admission.

Candidacy Status

Upon having satisfied all admission criteria identified above, having demonstrated a satisfactory level of written and oral communication skills, spreadsheet and wordprocessing computer application skills, and having completed nine (9) hours of graduate work with a grade point average of 3.0 or better, the student must apply for candidacy status. Only students approved for candidacy status will be permitted to continue in the degree program.

Requirements for Graduation

All study programs shall require at least 24 hours of foundation courses associated with an education for business. This requirement may be met with a combination of undergraduate and graduate work. Additionally, the MBA student must complete at least 24 hours of additional graduate work. Each program must involve a minimum of 30 total graduate hours of which 24 hours are open exclusively to graduate students. A maximum of six (6) graduate hours may be transferred from another accredited institution toward the minimum 30-hour requirement.

All concentrations, except accounting and health care administration, require the completion of 9 hours of work in an area of concentration beyond the foundation level. The accounting and health care administration concentrations require 12 hours. Principal graduate courses otherwise required may be counted in this 9-hour requirement when relevant to the concentration selected. All students must file an application for degree in accordance with guidelines set forth by the College. A 3.0 grade average is required in graduate courses.

Starting with the 1988 Fall Semester all graduate students are required to complete a comprehensive examination near the end of their study programs. All requirements for the degree program must be completed within a seven-year period.

Incomplete Grade in Directed Study or Research

Any incomplete (I) grade in a graduate Directed Study or Research course not completed for evaluation by the first day of the second session or semester following the one in which the student initially enrolled will be changed to "F".

In order to extend the time for completing the work, the student must again enroll in the course and pay the tuition.

The Curriculum

The specific courses required of a particular student in completing the program depends on his or her prior educational background and the specific concentration selected. Courses may be classified as prerequisite, foundation and principal courses.

Prerequisite Courses

Required of all students:
College Algebra (MA 120)

Required in specific concentrations:
Management Information Systems
(Two semesters of computer language(s))
International Business
(Two years of a second modern language)

Accounting
Six specific accounting courses:
Cost Accounting (AC 355)
Intermediate Accounting I (AC 361)
Intermediate Accounting II (AC 362)
Auditing (AC 370)
Tax Accounting (AC 451)
Advanced Accounting (AC 460)

Foundation Courses

Foundation courses may be satisfied by previous undergraduate work.

Financial Accounting (AC 501)
Economic Concepts (EC 501)
Statistical Analysis (EC 540)
Quantitative Analysis (EC 541)
Business Legislation (BU 501)
Management Processes (BU 621)
Marketing Management (BU 610)
Financial Management I (BU 630)

Principal Courses

The following principal graduate courses are required in all or most concentrations, particularly the programs of students with undergraduate business degrees.

Organizational Behavior and Development (BU 622)
Organization Policy and Strategy (BU 699)
Business, Government and Society (BU 601)
Marketing Strategy (BU 615)
Financial Management II (BU 635)
Current Issues in Management (BU 629)
Aggregate Income Analysis (EC 611)
or Managerial Economics (EC 612)
Managerial Accounting (AC 650)
or Management Information Systems (BU 661).

GRADUATE COURSES IN ACCOUNTING

AC 501. Financial Accounting. (3)
An introduction to accounting concepts and procedures.

AC 650. Managerial Accounting. (3)
A study of accounting concepts as applied in manufacturing and merchandising firms emphasizing analysis of financial statements and managerial use of cost data. Prerequisite: AC 501 or equivalent.

AC 652. Advanced Tax Accounting. (3)
An advanced study of federal income taxation of business entities, with an introduction to tax research. Prerequisite: AC 451 or equivalent.

AC 653. Taxation and Decision Making. (3)
A discussion of aspects of individual, partnership, corporate and estate taxation, emphasizing tax planning. It is designed for the non-accounting major and is not open to students who have completed AC 451, AC 452 or AC 652. Prerequisite: AC 501 or equivalent.

AC 655. Advanced Cost Accounting. (3)
A study of additional cost accounting techniques, emphasizing advanced applications. Prerequisite: AC 355 or equivalent.

AC 670. Advanced Auditing. (3)
Emphasis is given to techniques used in arriving at audit decisions and the practical implementation of such audit decisions. Prerequisite: AC 370 or equivalent.

AC 675. Advanced Accounting Theory. (3)
An evaluation of accounting theory in relation to user satisfaction, emphasizing resource flows, asset valuation and accounting history. Prerequisite: AC 362 or equivalent.

AC 690. Directed Study in Accounting. (3)
Independent study of an approved topic not parallel with the content of any other course offering.

AC 698. Accounting Research. (3)
Independent research resulting in the completion and defense of a master's thesis. This is an optional course not required for MBA students.

GRADUATE COURSES IN BUSINESS ADMINISTRATION

BU 501. Business Legislation. (3)
A study of the legal issues inherent to business transactions.

BU 601. Business, Government and Society. (3)
A review of the basic means-ends relationship which exist among society's goals and the various units comprising the economic and political systems, with special emphasis given to ethical behavior. Prerequisite: EC 501.

BU 610. Marketing Management. (3)
An introduction to the fundamentals of marketing management and strategy formulation with special emphasis on segmenting markets and research, product, pricing, promotion, distribution and channel or place decisions. Prerequisite: EC 501 or equivalent.

BU 611. International Marketing. (3)
Introduction to the special problems associated with marketing in international environments. Prerequisites: BU 610, BU 621 and BU 630 or equivalents.

BU 613. Promotion Management. (3)
Analysis of consumer and buyer behavior and the study of personal selling, advertising, sales promotion and publicity as they relate to structuring a balanced promotional mix and a marketing communication system. Prerequisite: BU 610 or equivalent.

BU 614. Marketing Channel Management. (3)
Analysis of factors basic to the development of and problems associated with maintaining direct and indirect channels of distribution and the development of physical distribution systems. Prerequisite: BU 610 or equivalent.

BU 615. Marketing Strategy. (3)
Analysis of problems associated with the development, execution, evaluation and redirection of marketing programs, plans and strategies in a wide range of organizations. Prerequisites: BU 610, EC 501 or equivalents.

BU 616. Product and Pricing Strategies. (3)
Analysis of problems associated with the development and commercialization of products and alternative pricing strategies utilized at various stages of product/brand life cycle. Prerequisite: BU 610 or equivalent.

BU 617. Marketing Analysis. (3)
Analysis of the techniques and methods utilized in planning, executing and reporting results of marketing research in a managerially useful manner. No credit for those who have completed BU 417 or equivalent. Prerequisites: BU 610 and EC 540 or equivalents.

BU 621. Management Processes. (3)
An overview of management processes performed in complex organizations.

BU 622. Organization Behavior and Development. (3)
The study of the structure, individual and group behavior, and development of organizations. Prerequisite: BU 621 or equivalent.

BU 629. Current Issues in Management. (3)
Analysis of special problems, trends and developments in areas of general management. Prerequisites: BU 621 or equivalent.

BU 630. Financial Management I. (3)
A study of the principles of financial management and the application of those principles to major financial management decisions. Prerequisites: AC 501, EC 501, EC 540 or equivalents.

BU 631. Advanced Security Analysis. (3)
A study of techniques for evaluating investments in common stock, preferred stock, corporate bonds and government bonds. Prerequisite: BU 630 or equivalent.

BU 632. Insurance Fundamentals. (3)
Study of risk and methods of pooling or shifting losses among a group; no credit for those who have completed an equivalent introductory course in insurance. Prerequisites: BU 630, EC 501, EC 540.

BU 634. Real Estate Fundamentals. (3)
An analysis of urban economics and real estate fundamentals. This course not available for credit by persons who have already completed an equivalent course in real estate. Prerequisites: AC 501, BU 501, BU 630 and EC 501.

BU 635. Financial Management II. (3)
Develops student's understanding of issues in financial management through application of finance principles via case studies. Prerequisite: BU 630 or equivalent. Spreadsheet skills are recommended.

BU 636. Financial Management III. (3)
Discussion of advanced theoretical issues and case problems in financial management. Prerequisites: BU 630 and BU 635 or equivalents.

BU 637. International Finance. (3)
An examination of the mechanics of international finance and the financial instruments to reduce risk exposure to the firm engaged in foreign trade. Prerequisites: BU 630 or equivalent.

BU 638. Financial Markets and Instruments. (3)
An analysis of the financial instruments and the operation of these markets in promoting capital formation, investment flows and risk management. Prerequisites: BU 630 or equivalent.

BU 653. Human Resources Management I. (3)
An examination of the impact of human resources management policies on the organization. Prerequisite: BU 621 or equivalent.

BU 654. Human Resources Management II. (3)
An extension of BU 653 with an emphasis on reward and work system policy areas. Prerequisite: BU 621.

BU 655. Industrial Relations. (3)
Contemporary union-management relations are examined with the labor movement as a background. Prerequisite: BU 621.

BU 661. Management Information Systems. (3)
Designed to assist students in developing the ability to determine an organizations information needs, to relate key organizational decisions to their underlying sources of data and to evaluate overall information systems. Prerequisites: AC 501, BU 610, BU 621, BU 630 or equivalents. AC 650 is recommended.

BU 662. Data Systems Management. (3)
This course deals with the development and maintenance of a highly integrated, but flexible, collection of computer files that are cross-referenced in a manner that minimizes duplication of data within the total management information system of an organization. Prerequisite: Two semesters of computer language.

BU 663. Design and Analysis of Information Systems. (3)
This course deals with the analysis, design and development of a computer information system as a set of interrelated, interacting components functioning together as an effective unit to achieve specific results. Prerequisite: Two semesters of computer language.

BU 664. Seminar in Management Information Systems (3)
This seminar will involve the identification and in-depth analysis of problems, trends, and issues currently encountered by management information professionals. Prerequisites: Two semesters of computer language.

BU 666. Production/Operations Management. (3)
A study and analysis of methods and techniques utilized in managing the operations function. Prerequisites: BU 621, EC 501, EC 541 or equivalent.

BU 667. Procurement Management. (3)
A study of procurement management and an analysis of problems associated with the purchase of a wide variety of industrial products and services. Prerequisites: BU 621, EC 501, EC 540, EC 541 or equivalents.

BU 671. Health Care Systems. (3)
An examination of the interrelationships which exist among the various components of the health services industry and the role each plays in the delivery of health care services. Prerequisites: BU 621 and EC 501 or equivalents.

BU 672. Economic and Political Context of Health Care. (3)
An analysis of demand for and costs of providing health care services from both a macro and micro perspective and analysis of the supportive and regulatory aspects of public policy that impact the health care industry. Prerequisites: AC 501, BU 621 and EC 501 or equivalents.

BU 673. Special Problems in Health Care Management. (3)
An investigation of special problems associated with the management of health care institutions. Prerequisites: AC 501, BU 610, BU 621, BU 630 and BU 671 or equivalents.

BU 674. Current Issues in Health Care Administration. (3)
Analysis of special issues and trends in the field of health care. Prerequisites: AC 501, BU 610, BU 621, BU 630, BU 671 or equivalents.

BU 690. Directed Study in Business. (3)
Independent study of an approved topic not parallel with the content of any other course offering.

BU 698. Business Research. (3)
Independent research resulting in the completion and defense of a master's thesis. This is an optional course not required for MBA students.

BU 699. Organization Policy and Strategy. (3)
A capstone course, taken preferably in the last semester of study, that synthesizes learning through case analysis and simulation of organization management. Prerequisites: BU 610, BU 621, BU 630 or equivalents.

GRADUATE COURSES IN ECONOMICS

EC 501. Economic Concepts. (3)
An introduction to fundamental macroeconomic and microeconomic concepts which provide the background for economic analysis.

EC 540. Statistical Analysis. (3)
An introduction to basic statistical techniques which involves methods of collecting and analyzing data with an emphasis on inferential statistical techniques used for hypothesis testing and decision making. Prerequisite: MA 120 or equivalent.

EC 541. Quantitative Analysis. (3)
An introduction to quantitative analysis techniques needed to apply models to situations in business and economics. Prerequisites: AC 501, EC 501, EC 540, MA 120 or equivalents.

EC 603. Business and Economic Forecasting. (3)
An analytical approach to developing a forecast for the economy and its relationship to forecasting industries and firms market potential. Prerequisite: EC 501 or equivalent.

EC 611. Aggregate Income Analysis. (3)
An analysis of macroeconomic variables and models from the viewpoint of how business fluctuations and external economic variables impact business decision making. Prerequisite: EC 501 or equivalent.

EC 612. Managerial Economics. (3)
Study of microeconomic analysis and models relevant to a broad cross section of decision within the business firm. Prerequisites: EC 501, EC 541 or equivalents.

EC 682. International Economics. (3)
An introduction to the theory, structure and policies of international trade and international financial institutions. Prerequisite: EC 501, EC 612 or equivalents.

EC 690. Directed Study in Economics. (3)
Independent study of an approved topic not

parallel with the content of any other specific course offering.

EC 698. Economic Research. (3)
Independent research resulting in the completion and defense of a master's thesis. This is an optional course and not required for MBA students.

Master of Science in Education

PURPOSE - The goal of the graduate program in education is to provide practicing teachers with skills necessary to become truly effective "master" teachers. In addition, a focus of the coursework is on becoming an instructional leader in the school. The graduate of Avila's master of science degree in education will be well equipped to serve as a member of school based leadership teams, curriculum committees, parent liaison teams and in other important leadership positions. The master's program in education is unique in that a cadre of approximately twenty students begins together each fall. Classes are held once a week from 4:30 to 9:30 p.m. Students work in cohort groups allowing for networking, collaborative projects, cooperative study and intensive interaction. The students create a portfolio of work as they progress through the program. These materials form a significant resource for them for use in job applications, professional meetings and school situations. The classes are set up allowing a student beginning in the fall to finish coursework in three semesters and a summer with the integrative seminar and presentation of the portfolio in the second spring. The student is able to plan ahead for the entire program with class schedules and tuition guaranteed. The student who is accepted into the program and completes the first 24 hours also receives the final 8 hours tuition-free.

Admission Requirements:
The applicant seeking admission to the program must:

1. Have a bachelor's degree from an accredited institution,
2. Have completed all parts of the written application, including 2 letters of recommendation,
3. Submit two official transcripts of all previous college work,
4. Have a grade point average of 3.0 on a 4.0 scale for at least the last 60 hours of undergraduate work,
5. Have taken the Graduate Record Examination and have the scores forwarded to the Department at the time of application, and
6. Have earned a teaching certificate in one or more areas.

Requirements for Program Completion:
The Master's degree in Education requires a minimum of 32 hours of coursework. A maximum of 6 hours of transfer credit is allowed upon approval of the Graduate Studies Committee. The student may take no more than 9 hours before admittance to the graduate education program. Until that time a student is admitted provisionally, contingent upon completion of admission requirements. To maintain enrollment, the student must carry a 3.0 average in coursework, with no grade lower than a "C" (2.0). To successfully complete the graduate program in education, the student must pass each class, maintain a 3.0 grade point average, and complete a portfolio containing representative work from several classes and experiences. This portfolio is presented to a graduate committee of education professors during the final class (ED 699). Details of the portfolio contents are explained throughout the coursework.

Required Courses: ED 605, 610, 612, 615, 617, 620, 630, 680, 684, 699 and 2 hours of approved electives.

GRADUATE COURSES IN EDUCATION

ED 605. History and Philosophy of Education. (3)
This course examines and analyzes the historical and philosophical aspects of education. Education will be viewed in its broadest sense to include the transmission of values, beliefs and culture in school and non-school settings. Although the focus will be on American educational systems, other influences of western culture will be discussed. I.

ED 610. Social and Multicultural Foundations of Education. (3)
This graduate seminar will focus on contemporary, social and multi-cultural issues in American education. Issues involving race, class, ethnicity and gender will be particularly examined and discussed. Educational theory and curricula will be critically analyzed within a variety of educational settings. II.

ED 612. Measurement and Assessment. (3)
This course will integrate planning, instruction, and measurement of the learning process. Thinking will be directed toward the assessment of student outcomes. Topics will include descriptive statistics, classroom test characteristics, classroom test writing, and group test interpretation. I.

ED 615. Learning and Motivation. (3)
The purpose of this course is to survey the major theoretical concepts underlying how the human organism learns and what propels him/her to action. Major topics include classical and instrumental conditioning, modeling and imitation learning, memory and language development, physiologically modulated drives of eating, sleeping and reproducing, classical drive reduction theory and the social motives of power, affiliation and achievement. I.

ED 617. Advanced Behavior Management - Elementary. (3)
Course will focus on the application of specific ecological, behavioral, and psychoeducational interventions to real classroom problem behaviors. Students should have a foundation in general classroom management models. II.

ED 620. Technology in Education. (3)
This survey course will introduce the class participants to a variety of current technological resources in education such as CD-ROM, interactive video, hypercard and desktop publishing. Participants will be involved in the development of several class projects and the integration of the software and hardware into their specific curriculum areas. S.

ED 630. Advanced Curriculum Development. (3)
Exploration of the basic concepts, terminology, philosophy and current research in curriculum planning; application of these factors both in class projects and teaching situations; exposure to and analysis of curricula of various school districts. I.

ED 635. Individual Intelligence Assessment. (3)
The student will learn to administer a series of Wechsler individual intelligence tests. The students will learn to interpret the tests as indicators of scholastic ability and as screening devices for organic pathology, learning disabilities and emotional disturbance. The student will become cognizant of the limitations of intelligence tests in relation to their reliability, norming and interpretation. Fee required. I.

ED 663. Educational Assessment. (3)
An analysis and study of selected topics pertinent to the assessment of academic functioning. Emphasis will be on diagnostic assessment, both formal and informal, to aid in the diagnosis and treatment of learning problems occurring in special education settings, with the mainstreamed child, or with children needing individualized programming in regular classrooms. Students will administer and interpret several of the currently used assessment instruments. Fee required. II. Odd years.

ED 675. Reading for Secondary Teachers. (3)
Selection and adaptation of materials to aid the secondary student in reading in the content areas; methods of teaching more effective comprehension and study skills in these subjects; techniques for dealing with the problem reader. I, II.

ED 680. Special Topics: Issues in Educational Leadership. (1-3)
This class will offer a series of one hour intensives, topics dealing with current issues in educational leadership, such as site based management, teacher as instructional leader and group leadership techniques. This class will utilize outside experts as instructors along with regular faculty. It will provide an opportunity for students to choose topics of particular interest and use for them. I, II, S.

ED 684. Effective Instruction. (2-4)
Advanced study and implementation of learning theory, including motivation, reinforcement, lesson design, transfer, practice and higher level thinking skills. S. Odd years.

ED 690. Directed Study. (1-3)
The student will have an opportunity to pursue a directed course of study through reading, study and research. One, two or three hours of credit may be earned; a student may apply no more than three credit hours under this course number toward the degree. I, II, S.

ED 699. Seminar: Current Issues and Trends in Education. (3)
Examination of current issues relating to teaching, learning and instructional leadership. Demonstration of effective teaching/learning practices within the actual school setting. Final preparation of portfolios and presentation of portfolios to the graduate committee. Prerequisite 27 hours of completed graduate work and consent of instructor. II.

Master of Science in Psychology: Counseling Psychology

The purpose of the Master of Science Degree in Counseling Psychology is to prepare students in the delivery of mental health services. The degree is clinically oriented with an emphasis in agency counseling. Upon completion of the degree, graduates will be qualified to practice in public and private agencies serving individuals and families in crisis. The programs enable the graduate to meet Missouri State educational requirements for licensure as a counselor.

Admission Requirements
The applicant seeking admission to the program must:

1. Have a bachelor's degree from an accredited institution,
2. Have completed all parts of the written application, including 2 letters of recommendation,
3. Submit two official transcripts of all previous college work,
4. Have a grade point average of 3.0 on a 4.0 scale for at least the last 60 hours of undergraduate work,
5. Have completed undergraduate courses in General Psychology, Theories of Personality, Abnormal Psychology and Social Psychology,
6. Have taken the Graduate Record Examination and have forwarded the scores to the Department at the time of application.

Requirements for Program Completion
The Master's degree carries a minimum of 48 hours of coursework and will be longer for some applicants with less background in psychology. A maximum of 6 hours of transfer credit is allowed. The student must maintain a 3.0 average in coursework with no grade lower than "C" (2.0).

The counseling practicum must be completed successfully before a student may enroll in Internship; the Internship includes a 400 hour placement with an outside agency. Evaluation must be favorable for completion of the degree. A passing score on a final comprehensive examination is required for completion of the degree. Arrangements for the exam must be made toward the end or after completion of coursework.

STUDENT STATUS WITHIN THE PSYCHOLOGY GRADUATE PROGRAM

1. Student in Good Standing
   -has successfully met all entrance requirements
   -has maintained an overall GPA of 3.0 or better with no grade below "C"
   -has not yet taken Beginning Practicum.

2. Provisional Status
   -has submitted all parts of application with the exception of standardized test scores, and those parts that have been submitted suggest that student will meet minimal standards
   -student may enroll in no more than a total of 9 hours before file is completed.

3. Probationary Status
   -a "Student in Good Standing" moves to Probationary Status when his/her overall graduate GPA falls below 3.0 or the student receives a grade below "C".
   -students on probation have one semester to return their GPA to 3.0 or above to regain "Good Standing"; failure to do this may lead to dismissal from the program.

4. Candidate Status
   -"Students in Good Standing" who pass the Beginning Practicum with a grade of "B" or better will be considered by the graduate faculty for "Candidate Status" which is essentially permission to continue in the program. All work to that point will be reviewed.
   -students who receive a grade below "B" in the Beginning Practicum will be denied Candidate Status; the graduate faculty will determine if the student is allowed to retake the practicum; failure to receive permission to retake the practicum will lead to dismissal from the program.

The Oral Examination
Students in Good Standing who have successfully completed or are completing the Internship will be permitted to schedule an Oral Examination. Successful passage of the Oral Exam leads to granting of the MS degree. Failure in the Oral Exam may lead to permission to retake or to dismissal from the program.

Required Courses:
Core for agency studies: PY 601, 605, 610, 615, 625, 630, 635, 655, 660, 685. In addition to the core: For AGENCY COUNSELING: PY 620, 645, 695 (6 hours), 699 and 3 hours of approved elective credit.

GRADUATE COURSES IN PSYCHOLOGY

PY 601. Statistics. (3)
Designed to be an introductory course in statistical analysis. Emphasis will be on practical methods as well as on theory. Specific topics may include central tendency, variability, correlation, regression, hypothesis testing and analysis of variance. I.

PY 605. Theories and Methods of Counseling. (3)
Designed to introduce the pre-practicum student to a general model for effective helping skills, this course will include both didactic and experiential components. The course will emphasize problem definition, goal development and action within a problem-management framework. Students will be expected to serve as practice clients for practicum-level students during this semester. I.

PY 610. Personality Development. (3)
This course will compare and contrast the major themes of childhood and adolescent personality development. Constructs from the psychoanalytic, cognitive, behavioral and humanistic movement will be employed to analyze children's adjustment from birth to early childhood to adolescence. I.

PY 615. Career Development. (3)
Designed to allow informed choice concerning career choice and lifestyle, this course will cover vocational choice theory, career decision-making processes and career development exploration techniques. S.

PY 620. Family Systems: Theory & Treatment. (3)
The purpose of this course is to survey the fundamental processes of systems functioning and application of general theory to specific theoretical formulations of family development, family pathology and therapeutic interventions with disordered families. Major topics include normal family development, general systems concepts such as homeostasis, hierarchy and feedback loops, historical/psychodynamic theory and a systematic investigation of particular approaches to family function/dysfunction utilizing multigenerational viewpoints and various structural and strategic models. Prerequisite: PY 610. II.

PY 625. Research Design and Review of Related Literature. (3)
The course will study appropriate research design models in education and psychology. Research designs emphasizing both traditional and behavioral models will be presented. Prerequisite: PY 601. II.

PY 630. Introduction to Professional Counseling. (3)
The content of this course will focus upon issues central to the student's orientation as a mental health professional. Diverse areas such as ethical standards, licensure and one's role as a change agent will be addressed. Prerequisite: PY 605. I.

PY 635. Individual Intelligence Assessment. (3)
The student will administer a series of Wechsler individual intelligence tests. The student will learn to interpret the tests as indicators of scholastic ability and as screening devices for organic pathology, learning disabilities and emotional disturbance. The student will become cognizant of the limitations of intelligence tests in relation to their reliability, norming and interpretation. Fee required. I.

PY 645. Personality Assessment. (3)
This course will provide the student with a basic understanding of the fundamental properties of testing critical to test selection and interpretation. The student will also acquire a broad knowledge of several instruments used for the assessment of personality, intelligence, organic disorders and career development. Students will become proficient in administration of a battery of select objective and projective personality and career instruments, interpret the data provided by these instruments and integrate the information from the battery in report format. Prerequisite: PY 635. Fee required. II.

PY 650. Physiological Psychology. (3)
This course will survey the levels of analysis used to study the nervous system in relation to human behavior. Topics will include the organization of the brain, sensory and motor systems, learning, memory and emotion, brain chemistry, the interrelationship of nervous, endocrine and immune systems and brain disorders. II.

PY 655. Advanced Social Psychology. (3)
The scientific study of the manner in which the behavior, emotions and beliefs of an individual can be influenced and determined by the behavior and characteristics of others. Also included is the study of the formation, structure and functioning of groups. Topics include attitude formation, perception of self and others, attraction, altruism, conformity and interpersonal communication. Prerequisites: PY 601, 625. II.

PY 660. Theories & Methods of Group Counseling. (3)
This course will focus upon the structure and dynamics of the group treatment process. The student will be exposed to the important elements of selection, grouping and choice of leadership style. General techniques of group practice and applications to specific populations will be discussed. Prerequisite: PY 605 and PY 630. S.

PY 680. Special Topics. (1-3)
Special Topics will change every semester and include the study of timely and pertinent areas in the field of psychology. I, II, S.

PY 685. Counseling Practicum. (3)
This course will provide an initial experience with counseling practice. It will require familiarization of basic relationships - building techniques and the utilization of these processes in a supervised therapeutic situation. Prerequisites: PY 605, PY 630, minimum of 18 graduate hours completed and consent of advisor. II.

PY 690. Directed Study. (1-3)
This course will give the student an opportunity to pursue a diverse course of study through reading, study and research. One, two or three hours of credit may be earned; a student may apply no more than three credit hours under this course number toward his degree. I, II, S.

PY 695. Internship. (1-6)
This course will provide the culminating experience in a field/agency for which the student is preparing. The student will spend 400 hours working in a responsible, yet supervised capacity, in a professional placement. Prerequisites: PY 685 and a minimum of 30 hours of completed graduate work. I, II, S.

PY 699. Seminar in Abnormal Behavior. (3)
This course is designed to provide maximum interchange between instructor and student. The course content will deal with current issues

in abnormal psychology. Topics to be discussed include current research, techniques and treatment alternatives which are related to the field of psychopathology. An additional goal is to provide the opportunity to do a thorough literature review in a selected area and make an in-depth class presentation. Prerequisites: Minimum of 18 hours completed and consent of instructor. II.

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Blue Hills Centre

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Avila College
Kansas City, Missouri

Fontbonne College
St. Louis, Missouri

Mount St. Mary's College
Los Angeles, California

The College of St. Catherine
St. Paul, Minnesota

The College of Saint Rose
Albany, New York

St. Mary's Junior College
Minneapolis, Minnesota

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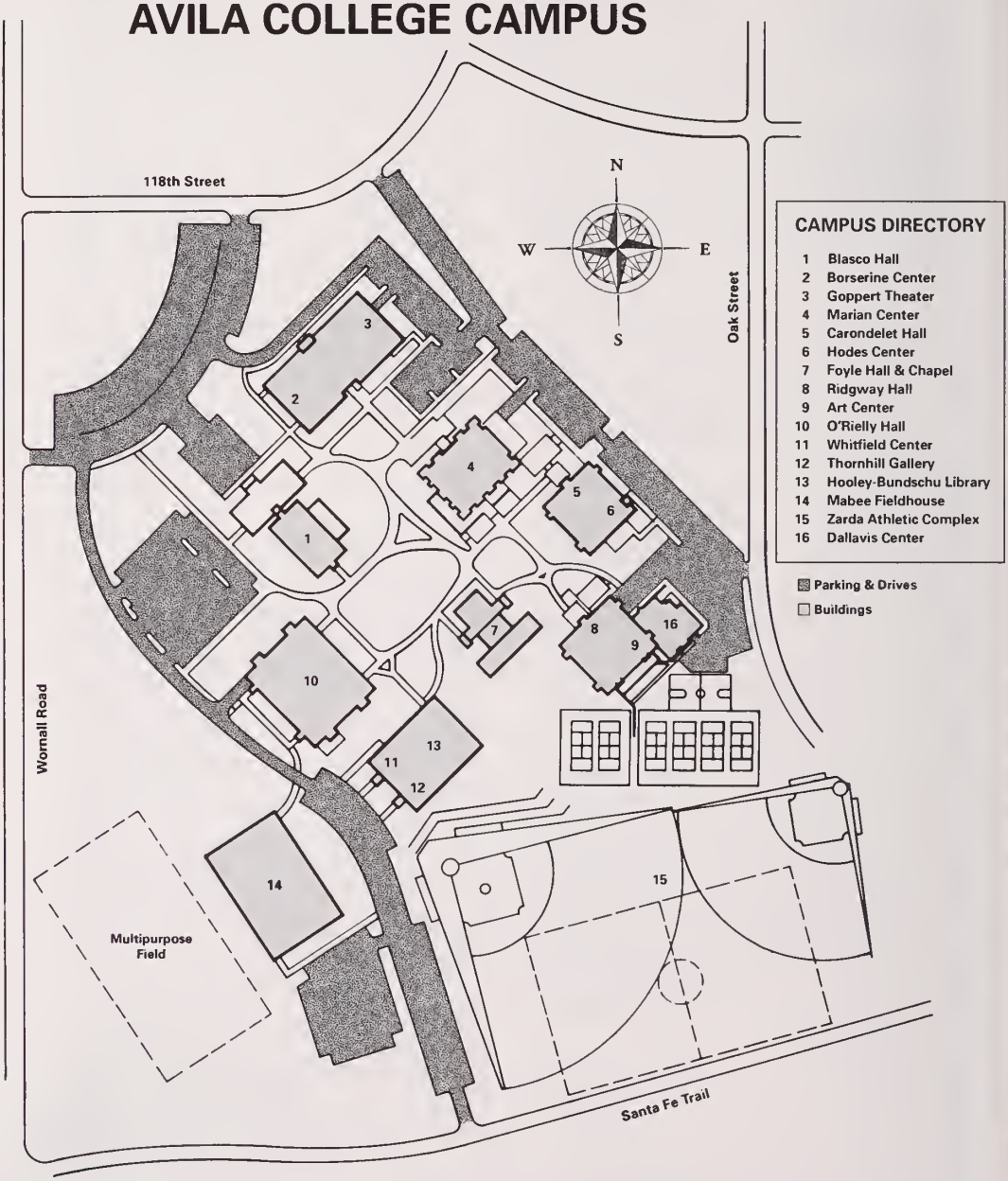
AVILA COLLEGE CAMPUS



CAMPUS DIRECTORY

1 Blasco Hall
2 Borserine Center
3 Goppert Theater
4 Marian Center
5 Carondelet Hall
6 Hodes Center
7 Foyle Hall & Chapel
8 Ridgway Hall
9 Art Center
10 O'Rielly Hall
11 Whitfield Center
12 Thornhill Gallery
13 Hooley-Bundschu Library
14 Mabee Fieldhouse
15 Zarda Athletic Complex
16 Dallavis Center

▨ Parking & Drives
□ Buildings

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Contents, requirements and programs subject to change.